

#### 215 Commitment Control

PeopleSoft 9.2 July 2021



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#### **Commitment Control**

#### **Section 1 - Viewing Commitment Control Budget Structures**

#### Reviewing an Appropriation Budget Definition

#### **Procedure**

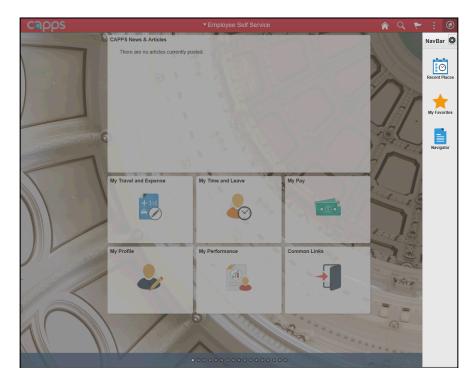
In this lesson, you will review an Appropriation Budget Definition.

Note: The Appropriation Budget Definition pages are view only. All change requests but submitted through an SR.



Step	Action
1.	Click the NavBar button.

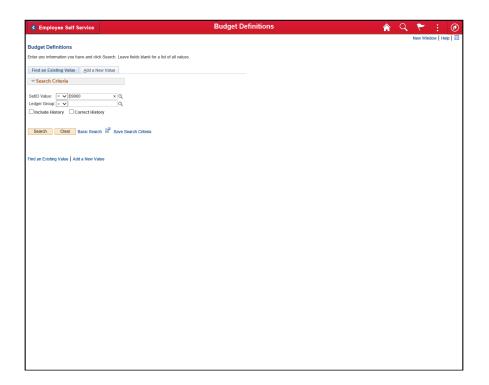




Step	Action
2.	Click the Navigator button.
	Navigator
3.	Click the <b>Vertical</b> scrollbar to scroll down and locate the <b>Commitment Control</b> menu.
4.	Continue scrolling.
	Click the Vertical scrollbar.
5.	Click the Commitment Control menu.
	Commitment Control >
6.	Click the <b>Define Control Budgets</b> menu.
	Define Control Budgets >



Step	Action	
7.	Click the <b>Budget Definitions</b> menu.	
	Budget Definitions	
8.	The <b>SetID</b> field is automatically populated with the <b>Preferences - Overall Preferences</b> page during age	



Step	Action
9.	Click the <b>Look up Ledger Group (Alt+5)</b> button to display a list of valid options.
10.	Click the Appropriation Ledger Group link.  Appropriation Ledger Group
11.	Click the Search button.  Search
12.	The <b>Control Budget Options</b> tab defines the budget's general parameters, including the Control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField and status.

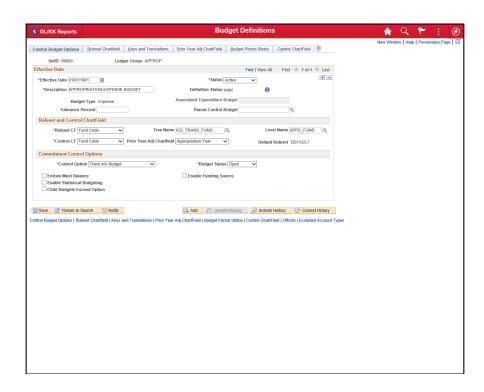


Step	Action
13.	An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will be displayed.
14.	When entering a date, you may accept the default current date, enter 't' for today's date, enter the date in the format 'mmddyy' (no slashes) or click on the <b>Choose a date (Alt+5)</b> button to select a date.
1.5	In this case, the <b>Effective Date</b> has been changed to '01/01/1901'.
15.	Active and Inactive are the valid statuses. The *Status field defaults to Active.
16.	The <b>Budget Type</b> field identifies the Ledger Group type of either 'Expense' or 'Revenue'.
17.	The <b>Tolerance Percent</b> field shows the percent variance over budget that is allowed before the system creates an exception.
	The <b>Tolerance Percent</b> can be set at 3 levels:
	1. Control Budget definition level for all budgets
	<ul><li>2. Budget Attributes level (for exceptions to the Control Budget definition)</li><li>3. Budget Entry level</li></ul>
	Lower level budget tolerance overrides that of higher levels.
	<b>Note:</b> Negative tolerances are <b>NOT</b> supported.
18.	The <b>Associated Expenditure Budget</b> field only applies to the Revenue Ledger Group definition. This field reflects the expenditure ledger group limits that will be increased by Revenue budgets.
	<b>Note:</b> The field is available when the <b>Budget Type</b> is equal to 'Expense'.
19.	If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the <b>Parent Control Budget</b> field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.
20.	When you press the Tab to exit the <b>Parent Control Budget</b> field, the system populates the budget definition with the parent processing rules.
	Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.
21.	The <b>Ruleset CF</b> (ruleset ChartField) and, optionally, the <b>Tree Name</b> and <b>Level Name</b> where the Budget Processor should look for the ChartField values that are valid for the Ruleset.
	<b>Note:</b> For expenditure budget definitions with funding source control, the <b>Ruleset CF</b> (ruleset ChartField) must be the same as the <b>Control CF</b> (control ChartField).



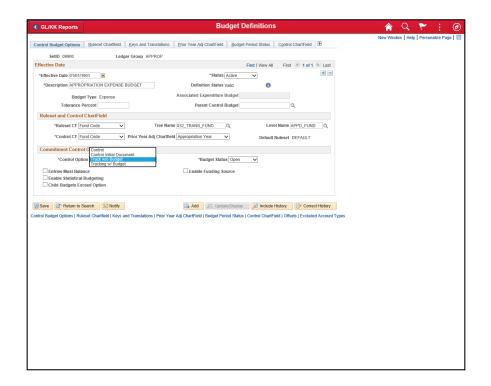


Step	Action
22.	In the <b>Control CF</b> (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.
	For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.
23.	The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You specify the default ruleset on the Ruleset ChartField page
	You will specify the default ruleset on the <b>Ruleset ChartField</b> page.



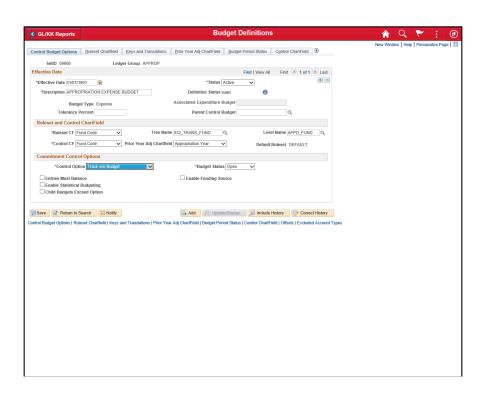


Step	Action
24.	In the <b>Commitment Control Options</b> section, use the <b>Control Option</b> field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.
	Control Options can be also set at these levels:
	<ol> <li>Control Budget Definition level for all budgets</li> <li>Budget Attribute level (for exceptions to the Control Budget Definition)</li> <li>Budget Entry level</li> </ol>
	Click the Control Option list.  Control Option Track w/o Budget



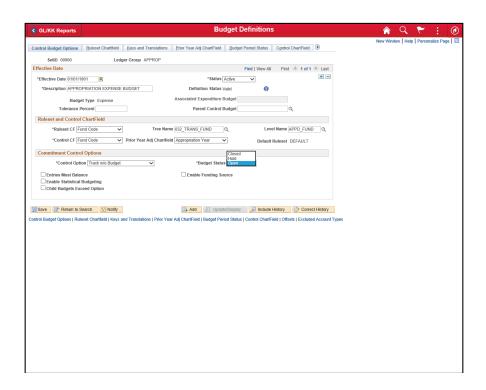


Step	Action
25.	Control Option degrees of budgetary controls are:
	• Control - Transactions that cause budget exceptions generate errors or warnings.
	• Track w/o Budget (tracking without budget) - Transactions are tracked even if there is no budget set up. If a budget row exists and there are exceptions, the system issues warnings.
	• Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against
	a budget, but error exceptions are issued only if there is no corresponding budget row.
	The system will pass a transaction if a budget row exists, even for a zero amount.
	<b>Note:</b> Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.
	Click the Track w/o Budget list item.
	Track w/o Budget



Step	Action
26.	Click the *Budget Status list to display valid options.
	Budget Status Open V





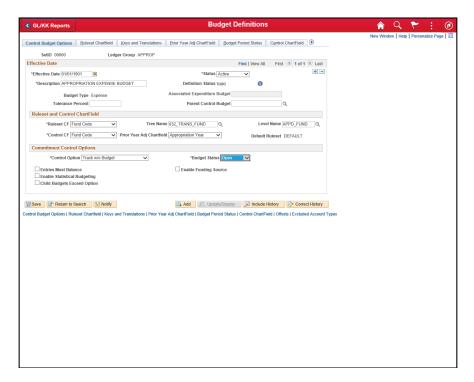
Step	Action
27.	*Budget Status field indicates whether the budget is Open, Closed, or on Hold:
	Open - The budget can still accept transactions.
	• Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget.
	Hold - The budget is on hold. The Budget Processor fails transactions that would
	reduce the available balance, but you can enter and post budget journals.
	<b>Note:</b> Budget status is applied manually. You may override the Budget Status at lower levels.
	Click the <b>Open</b> list item.
	Open
28.	Select <b>Enable Statistical Budgeting</b> to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting. <b>This option is not commonly used in CAPPS.</b>





Step	Action
29.	Select the <b>Child Budgets Exceed Option</b> checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions. <b>Note:</b> If you do not select the Child Budget Exceeds option, the system performs a
	validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However
30.	Child Budgets Exceed Option (continued)
	if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.
	Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.
31.	The <b>Enable Funding Source</b> option is used if you decide to set up an expenditure budget definition with funding source tracking.
	This option is not commonly used in CAPPS and is determined at implementation.



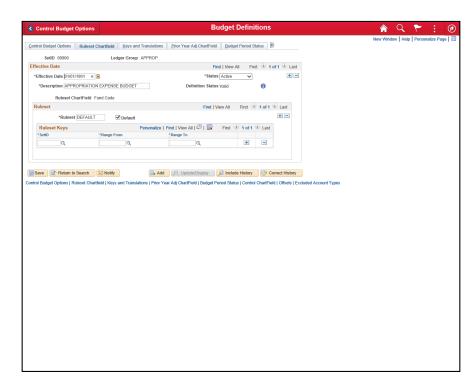


Step	Action
32.	Click the Ruleset Chartfield tab.
	Ruleset Chartfield
33.	The <b>Ruleset Chartfield</b> page is used to define the Ruleset ChartField values for each ruleset.
34.	The <b>Ruleset ChartField</b> for this <b>APPROP Budget</b> definition is 'Appropriation Year'.
	This defaulted from the Ruleset CF value you entered on the Control Budget Options tab.
	For expenditure budget definitions with funding source control, the Ruleset ChartField must be the same as the Control ChartField.
35.	Multiple rulesets may be defined for a Ruleset Chartfield.
36.	In the Ruleset section the *Ruleset name is entered.
	This is a required field denoted by the asterisk (*).





Step	Action
37.	The <b>Default</b> check box would designate * <b>Ruleset</b> '2013' as the default ruleset, if checked.
	The default ruleset will also appear on the <b>Control Budget Options</b> tab.
	If you only require one ruleset for your budget definition, you do <b>NOT</b> need to enter any values on this page.
	<b>Note:</b> The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField. If Value Required is selected on the <b>Keys and Translations</b> page for the Ruleset ChartField, the Budget Processor issues an exception stating "Key ChartField is Blank."
38.	In the <b>Ruleset Keys</b> section, enter the <b>SetID</b> for each range of Ruleset ChartField values to which the ruleset applies.
39.	Enter the years in the Range From and Range To fields.



Step	Action
40.	Click the <b>Keys and Translations</b> tab. <u>Keys and Translations</u>
41.	The <b>Keys and Translations</b> page is used to specify the ChartFields and calendar used to identify budgets for each ruleset.



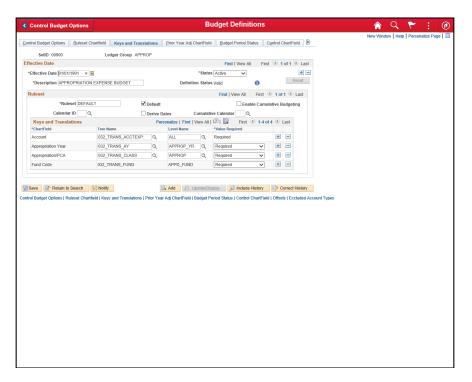
Step	Action
42.	The <b>Reset</b> button is used, all existing Budget Key and Translation, Ruleset and Control ChartField data are overridden on the child budget definition and replaced with data from the specified parent budget definition.
	If you have changed a parent since you established the parent and child relationship, you must update the related children.
	You will also click <b>Reset</b> if you changed the child budget definitions but want to go back to the definition values of the parent.
43.	In the <b>Ruleset</b> section, rulesets 2013 and DEFAULT are displayed. You entered these on the <b>Ruleset ChartField</b> page.
44.	Select <b>Enable Cumulative Budgeting</b> to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select <b>Derive Dates</b> and enter a cumulative calendar ID in the <b>Cumulative Calendar</b> field. <b>This option is not commonly used.</b>
45.	In the <b>Keys and Translations, ChartField</b> column, you may add a row for each Key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid.
	You may limit the ChartField values that are valid for budgeting on the Control ChartField page and the Excluded Account Types page.
	<b>Note:</b> When funding source tracking is enabled, only one Key ChartField can be specified. It is typically Project, but it may be any ChartField.
	For project expenditure budget definitions with funding source tracking enabled, the single ruleset key ChartField is Project ID — the same as the Ruleset ChartField and the Control ChartField.
	Project revenue budget definitions for funding source tracking can include one additional Key ChartField besides the Project ID.
46.	The <b>Tree Name</b> field is used if you use trees to translate transaction-level ChartField values to higher-level budget ChartField values. To do this, enter the <b>Tree Name</b> and <b>Level Name</b> of the budget ChartField values for each ChartField.
	If you specify a tree and level, then valid values for budgeting include all the tree nodes at or above the specified level. Valid values for source transactions at levels below the tree level roll up to this specified level for budget checking.





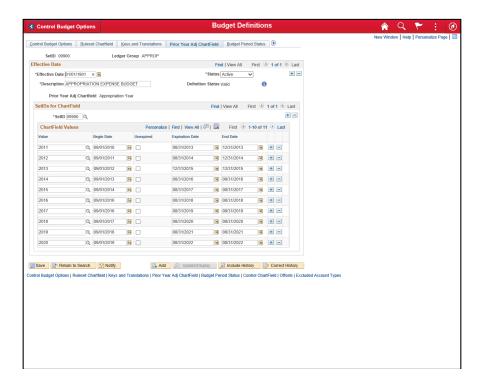
Step	Action
47.	In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i> .
	The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:
	• <b>Required:</b> A transaction fails budget checking if the ChartField is blank for the specified definition.
	• <b>Not Required:</b> The transaction passes but does not enter budget checking for this definition.
	• <b>Optional:</b> The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.
48.	Important!
	The 'Required' option for the*Value Required field is used only for ChartFields that are common to all Commitment Control ledger groups.
	Consider the following situation:
	You have an appropriation ledger group, an organization ledger group and a project ledger group.
	The project ledger group is defined with Project ID as the control ChartField, Ruleset ChartField and Key ChartField.
	Most source transactions that you budget check do not include Project ID.
	If you require values for Project ID, then the Budget Processor returns exceptions for source transactions that pass budget checking for the appropriation and organization budgets, because they fail the project budgets. If you do not require values for Project ID, but make Project ID optional, then source transactions that do not include Project ID bypass the project budgets—as they should—and pass budget checking for the remaining budget ledgers.





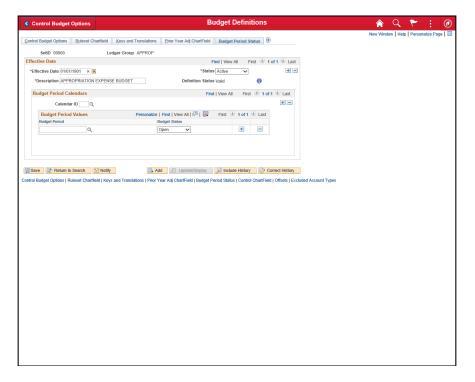
Step	Action
49.	Click the Prior Year Adj ChartField tab.
	Prior Year Adj ChartField
50.	The <b>Prior Year Adj Chartfield</b> page is used to establish beginning, ending and expiration dates for a budget.
51.	The Prior Year Adj ChartField value defaults from the Control Budget Options.
52.	In the <b>SetID</b> field, select a SetID to uniquely identify the set of ChartField values and dates that you enter here.
53.	In the Value field, enter a valid budget year.
54.	In the <b>Begin Date</b> field, enter the first date that a budget is available.
	For example, the <b>Begin Date</b> for FY 2011 is 9/1/2010.
55.	In the <b>Expiration Date</b> field, enter the last date that funds are available for obligation for this budget.
	In this example, the <b>Expiration Date</b> for Appropriation Year 2011 is 8/31/2013.
	The Budget Processor uses this date to categorize a budget as expired. In CAPPS, the Expiration Date and Budget Date ChartFields represent the same data.
56.	In the <b>End Date</b> field, enter the last date that payments can be processed against the budget. The budget is in effect closed on this date and the system does not allow processing against the budget.





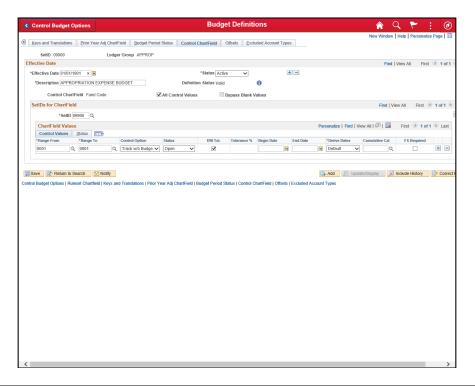
Step	Action
57.	Click the Budget Period Status tab.  Budget Period Status
58.	The <b>Budget Period Status</b> page is not used in CAPPS. The Budget Period status defaults to 'Open'.





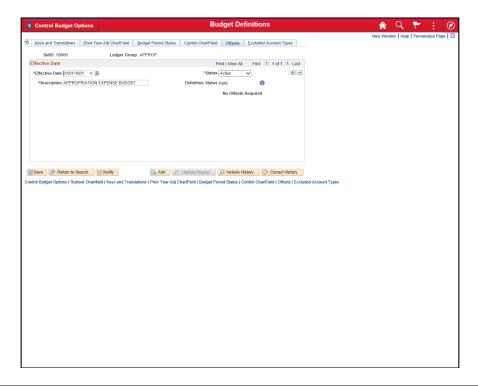
Step	Action
59.	Click the Show following tabs button.
60.	Click the Control ChartField tab.
	Control ChartField
61.	The <b>Control ChartField</b> page is used to override and define budget options and attributes for particular Control ChartField values.
62.	In this scenario, the <b>All Control Values</b> check box is selected.
	This checked field enables all ChartField values for the control ChartField at or above the tree level that you entered on the <b>Keys and Translations</b> page for budgeting.
63.	To enable only certain control ChartField values for budget-checking purposes, you would deselect the <b>All Control Values</b> check box and specify your control ChartField values in the <b>ChartField Values</b> grid on this page.





Step	Action
64.	Click the Offsets tab.
	Offsets
65.	The <b>Offsets</b> tab is not used in CAPPS. The default status is 'Active'.





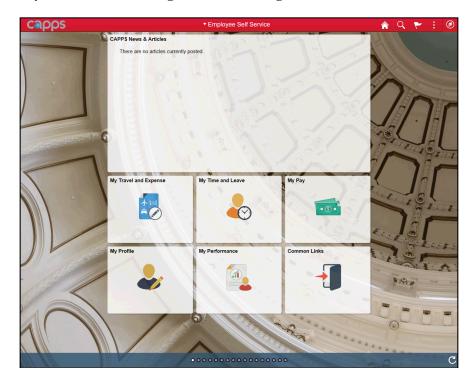
Step	Action
66.	Click the Excluded Account Types tab. <u>Excluded Account Types</u>
67.	The <b>Excluded Account Types</b> tab is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
68.	Select a <b>SetID</b> for which you want to exclude all accounts for an account type for budget processing.
69.	In the <b>Exclude Account Types</b> window, select the account types that you want to exclude from budget processing against this Commitment Control ledger group.
70.	If you also want to exclude other transactions from budget checking, you enter those accounts in the *From Account and *To Account fields in the Excluded Accounts grid.
71.	You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions.
	Next to an <b>Account Type</b> , such as Assets or Liabilities, click the <b>Exceptions</b> link to access the <b>Exclude Account Type Exceptions</b> page.
72.	Congratulations! You have successfully completed this lesson.  End of Procedure.

#### Reviewing an Organizational Budget Definition

#### **Procedure**

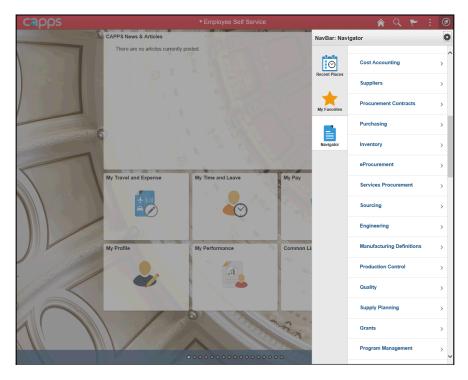


In this lesson, you will review an **Organizational Budget Definition**.



Step	Action
1.	Click the NavBar button.

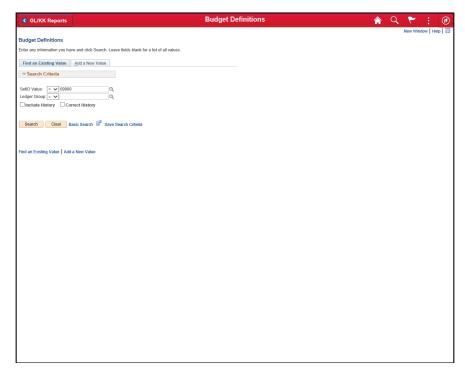




Step	Action
2.	Click the <b>Vertical</b> scrollbar to scroll down and locate the Commitment Control menu.
3.	Continue scrolling down.  Click the Vertical scrollbar.
4.	Click the Commitment Control menu.  Commitment Control
5.	Click the Define Control Budgets menu.  Define Control Budgets
6.	Click the Budget Definitions menu.  Budget Definitions







Step	Action
7.	Click the Look up Ledger Group (Alt+5) button.
8.	Click the Organization Ledger Group link. Organization Ledger Group
9.	Click the Search button.  Search
10.	The <b>Control Budget Options</b> tab defines the budget's general parameters, including the Control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField and status.
11.	The <b>Budget Type</b> field identifies the Ledger Group type of either 'Expense' or 'Revenue'.
12.	The <b>Associated Expenditure Budget</b> field only applies to the Revenue Ledger Group definition. This field reflects the expenditure ledger group limits that will be increased by Revenue budgets.
	<b>Note:</b> The field is available when the <b>Budget Type</b> is equal to 'Expense'.

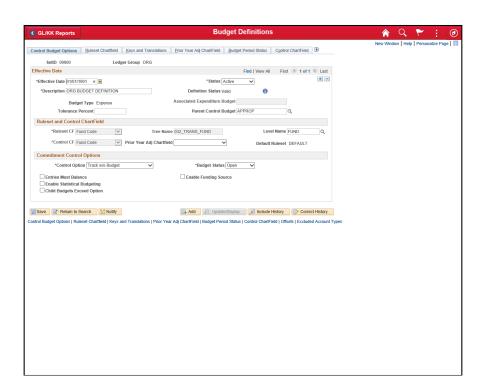


Step	Action
13.	The <b>Tolerance Percent</b> field shows the percent variance over budget that is allowed before the system creates an exception.
	The <b>Tolerance Percent</b> can be set at 3 process levels: 1. Control Budget definition level for all budgets 2. Budget Attributes level (for exceptions to the Control Budget definition) 3. Budget Entry level
	Lower level budget tolerance overrides that of higher levels.
	Note: Negative tolerances are NOT supported.
14.	If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the <b>Parent Control Budget</b> field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.
15.	When you press the Tab to exit the <b>Parent Control Budget</b> field, the system populates the budget definition with the parent's processing rules.
	Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.
16.	Select the <b>Ruleset CF</b> (ruleset ChartField) and, optionally, the <b>Tree Name</b> and <b>Level Name</b> where the Budget Processor should look for the ChartField values that are valid for the Ruleset.
	<b>Note:</b> For expenditure budget definitions with funding source control, the <b>Ruleset CF</b> (ruleset ChartField) must be the same as the <b>Control CF</b> (control ChartField).
17.	In the <b>Control CF</b> (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.
	For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.
18.	The <b>Prior Year Adj</b> Chartfield field is available to agencies as an option to control and categorize processing against expired or closed budgets. It is not a required field for a budget definition.
	Select a ChartField, typically <i>Appropriation Year</i> , the value of which is used when you establish begin dates, expiration dates and end dates for a budget using the <b>Prior Year Adj</b> page.



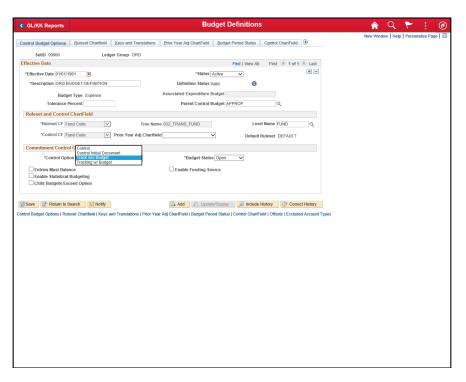


Step	Action
19.	The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You specify the default ruleset on the Ruleset ChartField page
	You will specify the default ruleset on the <b>Ruleset ChartField</b> page.
20.	In the <b>Commitment Control Options</b> section, use the <b>Control Option</b> field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.
	Control Options can be also set at these levels:
	<ol> <li>Control Budget Definition level for all budgets</li> <li>Budget Attribute level (for exceptions to the Control Budget Definition)</li> <li>Budget Entry level</li> </ol>
	Click the Control Option list.



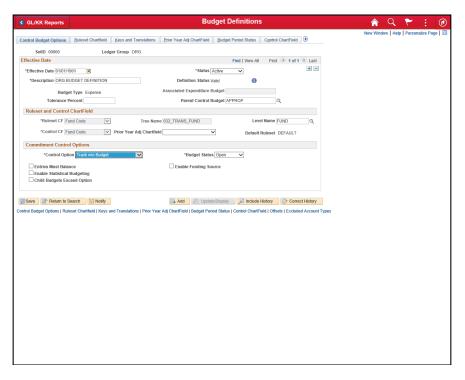
Step	Action
21.	Click the Control Option list.
	Control Option Track w/o Budget



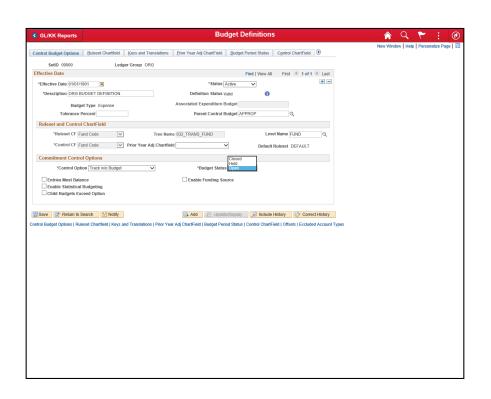


Step	Action
22.	Control Option degrees of budgetary controls are:
	• Control - Transactions that cause budget exceptions generate errors or warnings.
	• Track w/o Budget (tracking without budget) - Transactions are tracked even if there
	is no budget set up. If a budget row exists and there are exceptions, the system issues warnings.
	• Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against
	a budget, but error exceptions are issued only if there is no corresponding budget row.
	The system will pass a transaction if a budget row exists, even for a zero amount.
	<b>Note:</b> Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.
	Click the Track w/o Budget list item.
	Track w/o Budget





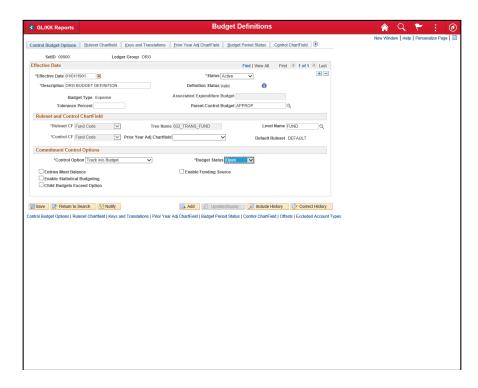
Step	Action
23.	Click the <b>Budget Status</b> list.
	Budget Status Open V





Step	Action
24.	*Budget Status field indicates whether the budget is Open, Closed, or on Hold:
	• Open - The budget can still accept transactions.
	• Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget.
	• <b>Hold</b> - The budget is on hold. The Budget Processor fails transactions that would reduce the available balance, but you can enter and post budget journals.
	Note: Budget status is applied manually. You may override the Budget Status at lower levels.
	Click the <b>Open</b> list item.  Open
25.	Select <b>Enable Statistical Budgeting</b> to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting.
26.	Select the <b>Child Budgets Exceed Option</b> checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions.
	<b>Note:</b> If you do not select the Child Budget Exceeds option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However
27.	Child Budgets Exceed Option (continued)
	if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.
	Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.
28.	The <b>Enable Funding Source</b> option is used if you decide to set up an expenditure budget definition with funding source tracking.
	This option is not commonly used in CAPPS and is determined at implementation.

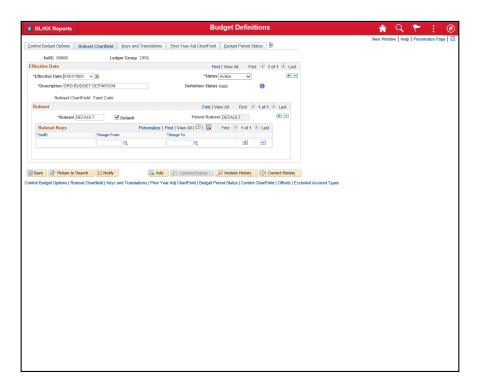




Step	Action
29.	Click the Ruleset Chartfield tab.  Ruleset Chartfield
30.	The <b>Ruleset Chartfield</b> page is used to define the Ruleset ChartField values for each ruleset.
31.	The Ruleset ChartField for this ORG Budget definition is 'Fund Code'.  This defaulted from the Ruleset CF value you entered on the Control Budget Options tab.  For expenditure budget definitions with funding source control, the Ruleset ChartField must be the same as the Control ChartField.
32.	Multiple rulesets may be defined for a Ruleset Chartfield.
33.	In the Ruleset section the *Ruleset name is entered.



Step	Action
34.	The <b>Default</b> check box would designate * <b>Ruleset</b> '2013' as the default ruleset, if checked.
	The default ruleset will also appear on the <b>Control Budget Options</b> tab.
	If you only require one ruleset for your budget definition, you do <b>NOT</b> need to enter any values on this page.
	<b>Note:</b> The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField. If Value Required is selected on the <b>Keys and Translations</b> page for the Ruleset ChartField, the Budget Processor issues an exception stating "Key ChartField is Blank."
35.	In the <b>Ruleset Keys</b> window, enter the <b>SetID</b> for each range of Ruleset ChartField values to which the ruleset applies.
36.	Enter the years in the Range From and Range To fields.



Step	Action
37.	Click the <b>Keys and Translations</b> tab. <u>Keys and Translations</u>
38.	The <b>Keys and Translations</b> page is used to specify the ChartFields and calendar used to identify budgets for each ruleset.



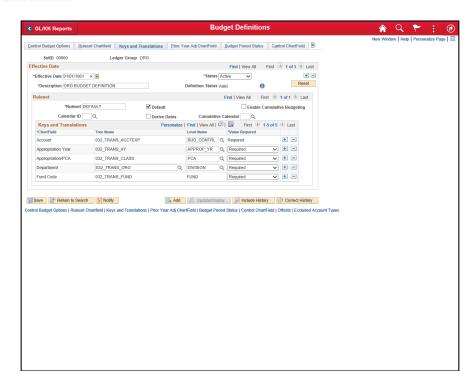


Step	Action
39.	The <b>Reset</b> button is used, all existing Budget Key and Translation, Ruleset and Control ChartField data are overridden on the child budget definition and replaced with data from the specified parent budget definition.
	If you have changed a parent since you established the parent and child relationship, you must update the related children.
	You will also click <b>Reset</b> if you changed the child budget definitions but want to go back to the definition values of the parent.
40.	In the <b>Ruleset</b> section, rulesets 2013 and DEFAULT are displayed. You entered these on the <b>Ruleset ChartField</b> page.
41.	Select <b>Enable Cumulative Budgeting</b> to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select <b>Derive Dates</b> and enter a cumulative calendar ID in the <b>Cumulative Calendar</b> field. <b>This option is not commonly used.</b>
42.	In the <b>Keys and Translations, ChartField</b> column, you may add a row for each Key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid.
	You may limit the ChartField values that are valid for budgeting on the Control ChartField page and the Excluded Account Types page.
	<b>Note:</b> When funding source tracking is enabled, only one Key ChartField can be specified. It is typically Project, but it may be any ChartField.
	For project expenditure budget definitions with funding source tracking enabled, the single ruleset key ChartField is Project ID — the same as the Ruleset ChartField and the Control ChartField.
	Project revenue budget definitions for funding source tracking can include one additional Key ChartField besides the Project ID.
43.	The <b>Tree Name</b> field is used if you use trees to translate transaction-level ChartField values to higher-level budget ChartField values. To do this, enter the <b>Tree Name</b> and <b>Level Name</b> of the budget ChartField values for each ChartField.
	If you specify a tree and level, then valid values for budgeting include all the tree nodes at or above the specified level. Valid values for source transactions at levels below the tree level roll up to this specified level for budget checking.



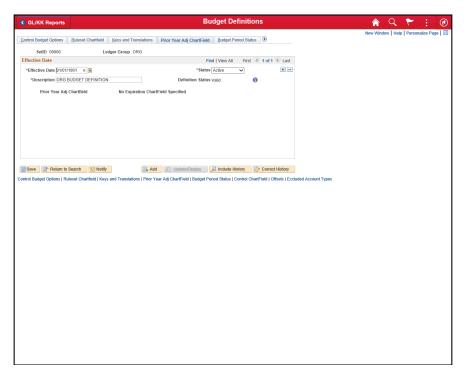
Step	Action
44.	In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i> .
	The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:
	• Required: A transaction fails budget checking if the ChartField is blank for the specified definition.
	• <b>Not Required:</b> The transaction passes but does not enter budget checking for this definition.
	• <b>Optional:</b> The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.
45.	Important! The 'Required' option for the *Value Required field is only used for ChartFields that are common to all Commitment Control ledger groups.
	Consider the following situation:
	You have an appropriation ledger group, an organization ledger group and a project ledger group.
	The project ledger group is defined with Project ID as the control ChartField, Ruleset ChartField and Key ChartField.
	Most source transactions that you budget check do not include Project ID.
	If you require values for Project ID, then the Budget Processor returns exceptions for source transactions that pass budget checking for the appropriation and organization budgets, because they fail the project budgets. If you do not require values for Project ID, but make Project ID optional, then source transactions that do not include Project ID bypass the project budgets—as they should—and pass budget checking for the remaining budget ledgers.



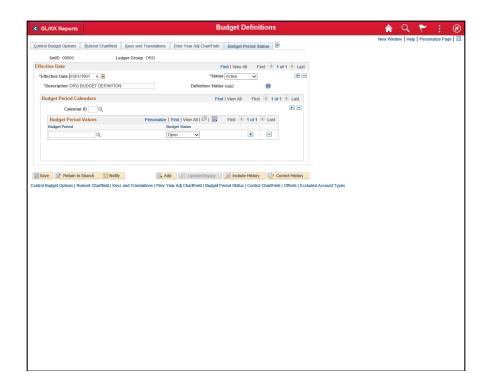


Step	Action
46.	Click the Prior Year Adj ChartField tab.
	Prior Year Adj ChartField
47.	The <b>Prior Year Adj Chartfield</b> page is used to establish beginning, ending and expiration dates for a budget.



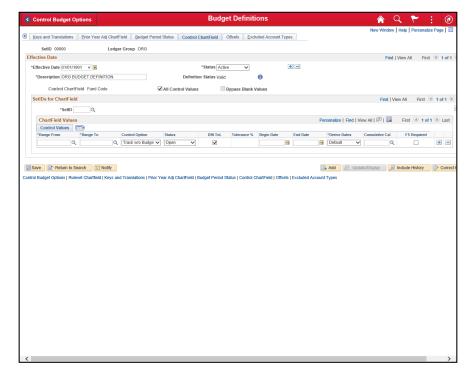


Step	Action
48.	Click the Budget Period Status tab.
	Budget Period Status



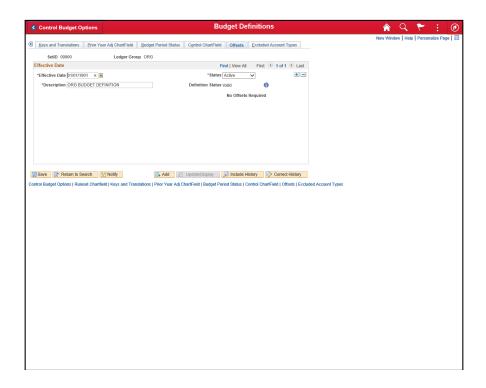


Step	Action
49.	Click the Show following tabs button.
50.	Click the Control ChartField tab.  Control ChartField
51.	The <b>Control ChartField</b> page is used to override and define budget options and attributes for particular Control ChartField values.
52.	In this scenario, the <b>All Control Values</b> check box is selected.  This checked field enables all ChartField values for the control ChartField at or above the tree level that you entered on the <b>Keys and Translations</b> page for budgeting.
53.	To enable only certain control ChartField values for budget-checking purposes, you would deselect the <b>All Control Values</b> check box and specify your control ChartField values in the <b>ChartField Values</b> grid on this page.



Step	Action
54.	Click the <b>Offsets</b> tab.
55.	The <b>Offsets</b> tab is not used in CAPPS. The default status is 'Active'.





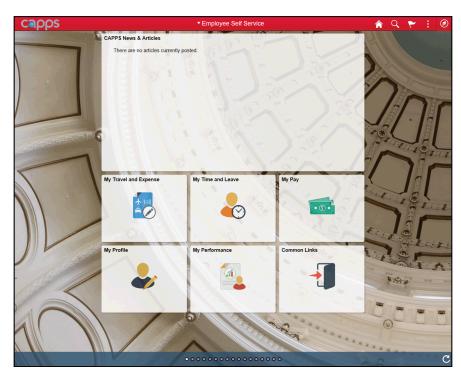
Step	Action
56.	Click the Excluded Account Types tab. <u>Excluded Account Types</u>
57.	The <b>Excluded Account Types</b> tab is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
58.	Select a <b>SetID</b> for which you want to exclude all accounts for an account type for budget processing.
59.	In the <b>Exclude Account Types</b> window, select the account types that you want to exclude from budget processing against this Commitment Control ledger group.
60.	If you also want to exclude other transactions from budget checking, you enter those accounts in the *From Account and *To Account fields in the Excluded Accounts grid.
61.	You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions.  Next to an <b>Account Type</b> , such as Assets or Liabilities, click the <b>Exceptions</b> link
	to access the Exclude Account Type Exceptions page.
62.	Congratulations! You have successfully completed this lesson.  End of Procedure.



#### Reviewing a Revenue Budget Definition

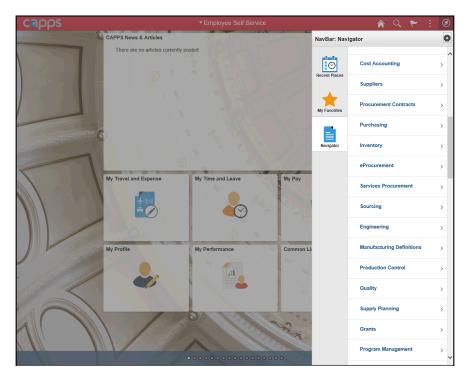
#### Procedure

In this lesson, you will review a **Revenue Budget Definition**.



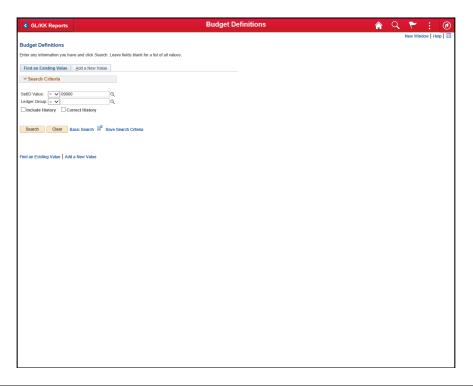
Step	Action
1.	Click the NavBar button.





Step	Action
2.	Click the <b>Vertical</b> scrollbar to scroll down and locate the Commitment Control menu item.
3.	Continue scrolling down.
	Click the Vertical scrollbar.
4.	Click the Commitment Control menu.
	Commitment Control >
5.	Click the <b>Define Control Budgets</b> menu.
	Define Control Budgets >
6.	Click the <b>Budget Definitions</b> menu.
	Budget Definitions





Step	Action
7.	Click the Look up Ledger Group (Alt+5) button.
8.	Click the Revest Ledger Group link.
	Revest Ledger Group
9.	Click the <b>Search</b> button.
	Search
10.	The <b>Control Budget Options page</b> defines the budget's general parameters, including the Control Chartfield, parents and children, associated budget definition, control options, Ruleset Chartfield and status.



Step	Action
11.	Control budgets set up control in two stages:
	<ol> <li>Establish Commitment Control ledgers and ledger groups.</li> <li>Set up budget definitions by attaching processing parameters to the ledger groups.</li> </ol>
	Within a control budget definition, you can set up one or more rulesets, or sets of key ChartFields, translation rules, and budget period calendars.
	Rulesets may be thought of as groups of budgets that have common characteristics such as budget keys, translation rules, and calendars.
	If all of your budgets use the same ChartFields, translation rules, and calendars, you can just use the default ruleset created by the budget definition without having to specify any range of values.
	<b>Note:</b> A Budget Definition is synonymous with establishing processing rules for a Commitment Control ledger group.
12.	Each budget definition will have a <b>Budget Type</b> of either Revenue or Expenses. The Budget Type is inherited from the ledger group definition.
	Since you are reviewing the budget definition set up for the <b>REVEST</b> ledger group, the Budget Type is <b>Revenue.</b>
	If you were reviewing the budget definition for the <b>Appropriations</b> ledger group, the Budget Type would be <b>Expenses</b> .
13.	The <b>Associated Expenditure Budge</b> t field only applies to budget definitions associated with the <b>Revenue Ledger</b> group.
	This field reflects the Expenditure Ledger group whose limits will be increased by revenue budgets.
14.	The <b>Tolerance Percent</b> field reflects the percentage by which the budget can be exceeded before the system creates an exception.
	The <b>Tolerance Percent</b> can be set at 3 levels: 1. Control Budget definition level for all budgets 2. Budget Attributes level (for exceptions to the Control Budget definition) 3. Budget Entry level
	Lower level budget tolerance overrides that of higher levels.
	Note: Negative tolerances are NOT supported.
15.	If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the <b>Parent Control Budget</b> field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.





Step	Action
16.	When you press the Tab to exit the <b>Parent Control Budget</b> field, the system populates the budget definition with the parent processing rules.
	Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.
17.	The <b>Ruleset CF</b> (ruleset ChartField) and, optionally, the <b>Tree Name</b> and <b>Level Name</b> where the Budget Processor should look for the ChartField values that are valid for the Ruleset.
	<b>Note:</b> For expenditure budget definitions with funding source control, the <b>Ruleset CF</b> (ruleset ChartField) must be the same as the <b>Control CF</b> (control ChartField).
18.	The <b>Tree Name</b> and <b>Level Name</b> fields are used to reflect the tree structure depicting the organization/roll up of accounts for budgeting purposes.
	Use the <b>Tree Name</b> and <b>Level Name</b> fields, when needed, to identify the tree and level where the <b>Budget Processor</b> should look for the ChartField values that are valid for the ruleset.
19.	In the <b>Control CF</b> (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.
	For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.
20.	The <b>Prior Year Adj Chartfield</b> field is available to agencies as an option to control and categorize processing against expired or closed budgets. It is not a required field for a budget definition.
	Select a ChartField, typically <i>Appropriation Year</i> , the value of which is used when you establish begin dates, expiration dates and end dates for a budget using the <b>Expiration ChartField</b> page.
21.	The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You will specify the default ruleset on the <b>Ruleset ChartField</b> page.



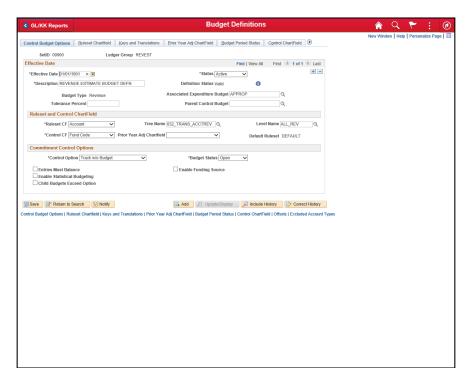
Step	Action
22.	In the <b>Commitment Control Options</b> section, use the <b>Control Option</b> field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.
	Control Options can be also set at these levels:
	<ol> <li>Control Budget Definition level for all budgets</li> <li>Budget Attribute level (for exceptions to the Control Budget Definition)</li> <li>Budget Entry level</li> </ol>
	Click the Control Option list.
23.	Control Option degrees of budgetary controls are:
	• Control - Transactions that cause budget exceptions generate errors or warnings.
	• Track w/o Budget (tracking without budget) - Transactions are tracked even if there
	is no budget set up. If a budget row exists and there are exceptions, the system issues warnings.
	• Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against
	a budget, but error exceptions are issued only if there is no corresponding budget row.
	The system will pass a transaction if a budget row exists, even for a zero amount.
	<b>Note:</b> Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.
24.	*Budget Status field indicates whether the budget is Open, Closed, or on Hold:
	Open - The budget can still accept transactions.
	• Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget.
	Hold - The budget is on hold. The Budget Processor fails transactions that would
	reduce the available balance, but you can enter and post budget journals.
	<b>Note:</b> Budget status is applied manually. You may override the Budget Status at lower levels.
	Click the <b>Open</b> list item.





Step	Action
25.	Select <b>Enable Statistical Budgeting</b> to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting. <b>This option is not commonly used in CAPPS.</b>
26.	Select the <b>Child Budgets Exceed Option</b> checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals.
	This option has no effect on budget checking of source transactions.
	<b>Note:</b> If you do not select the Child Budgets Exceed Option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount.  However
27.	Child Budgets Exceed Option (continued)
	if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.
	Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.
28.	The <b>Enable Funding Source</b> option is used if you decide to set up an expenditure budget definition with funding source tracking.
	This option is not commonly used in CAPPS and is determined at implementation.

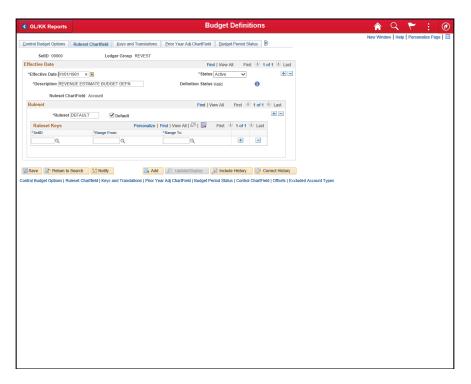




Step	Action
29.	Click the Ruleset Chartfield tab.  Ruleset Chartfield
30.	The <b>Ruleset Chartfield</b> page is used to define the Ruleset ChartField values for each ruleset.
31.	The Ruleset ChartField defaults from the value you defined on the Control Budget Options page.
32.	In the <b>Ruleset</b> section, use the <b>Default</b> checkbox to select the ruleset to be used as the default for any Ruleset ChartField values that is not specified.  If you only require one ruleset for your budget definition (i.e. all accounts have the same required chartfields), you do not need to enter any values on this page.
33.	The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField.
34.	The <b>Ruleset Keys</b> section is used to enter the SetID and each range of Ruleset ChartField values to which the Ruleset applies. <b>Note:</b> The system performs validations that prevent you from including the same Ruleset ChartField value in more than one Ruleset







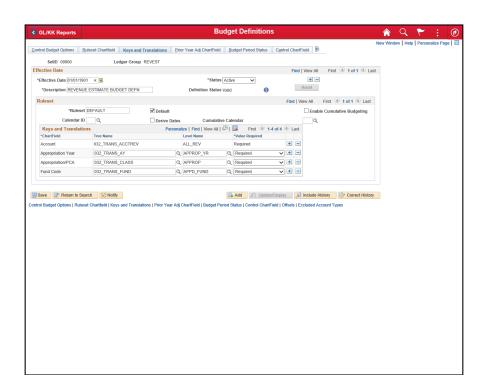
Step	Action
35.	Click the Keys and Translations tab.  Keys and Translations
36.	On the <b>Keys and Translations</b> page, specify the ChartFields and calendar to identify budgets for each ruleset.
37.	In the <b>Ruleset</b> window, the ruleset is auto-populated from the ruleset you entered on the <b>Ruleset Chartfield</b> page.
38.	Select <b>Enable Cumulative Budgeting</b> to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select <b>Derive Dates</b> and enter a cumulative calendar ID in the <b>Cumulative Calendar</b> field. <b>This option is not commonly used.</b>
39.	Key ChartFields and translation trees determine how the Budget Processor identifies the correct budgets for a transaction that is submitted for budget checking.  Use the Chartfield column, in the Keys and Translations section to insert each chartfield to be used for the 'Default' ruleset.
	These chartfields will be required when recording budget journals and source transactions (e.g. purchase orders, vouchers, journal entries, etc.)



Step	Action
40.	By translating source transactions to Commitment Control budgets, translation trees provide a convenient way to budget at a high level while using detail-level ChartFields in transactions.
	Using trees, you set up a hierarchy of ChartField values, such as accounts, with all of the budgetary-level values at the same level or even at more than one budgetary level, e.g. if you have parent and child budgets that budget at different levels.
41.	When you set up budget definitions, you enter the tree name and appropriate budgetary level for each key ChartField.
	The Commitment Control Posting process can then determine which ChartField values are valid for budget journals, and how to roll source transaction ChartField values up to those budgetary ChartField values for budget checking against the appropriate budget.
	You must have a tree for each ChartField that you use as a budget key and that you want to translate.
	The Budget Processor references the version of the tree that has the greatest effective date that is before or equal to the budget definition's effective date that is used to process a particular transaction.
	The budget definition's effective date is based on the budget date that is specified on each source transaction line.
42.	Use the <b>Tree Name</b> and <b>Level Name</b> fields to map the transaction-level chartfields to a higher-level budget chartfield.
	If you do not intend to translate budget keys, clear the <b>Tree Name</b> and <b>Level Name</b> fields.
	You can limit the ChartField values that are valid for budgeting on the <b>Control ChartField</b> page and the <b>Excluded Account Types</b> page.
	<b>Note:</b> If you specify a tree and level, then valid values for budgeting include all the tree nodes that are at or above the specified level (or rather, the indicated level and all higher levels).
	Valid values for source transactions at levels below the tree level that you specify roll up to the specified level for budget checking.
43.	If a Chartfield (e.g. <b>Fund Code</b> ) has no associated <b>Tree</b> or <b>Level but is</b> a required field, then any valid value that passes edits will process.
44.	The <b>Value Required</b> field will determine how a transaction is processed during budget checking.
	In the Value Required field, the Account ChartField is required by default and cannot be changed. All transactions require an Account.

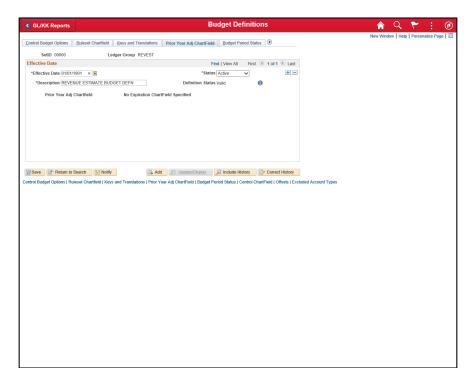


Step	Action
45.	In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i> .
	The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:
	• <b>Required:</b> A transaction fails budget checking if the ChartField is blank for the specified definition.
	• <b>Not Required:</b> The transaction passes but does not enter budget checking for this definition.
	• Optional: The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.



Step	Action
46.	Click the Prior Year Adj ChartField tab.  Prior Year Adj ChartField  Prior Year Adj ChartField
47.	The <b>Expiration Chartfield</b> defaults to the one you defined on the <b>Control Budget Options</b> page to establish beginning, ending and expiration dates for a budget.

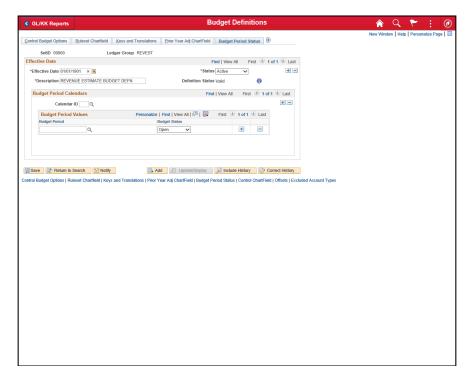




Step	Action
48.	Click the Budget Period Status tab.
	Budget Period Status
49.	The <b>Budget Period Status</b> is not used in CAPPS. The <b>Budget Period</b> will default to 'Open'.

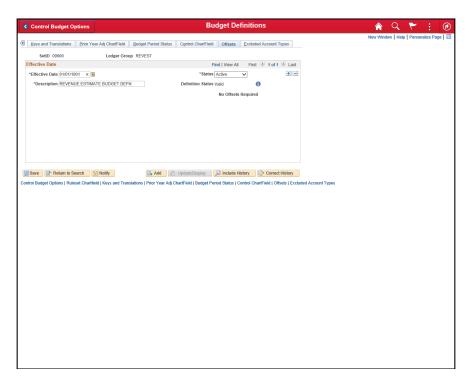






Step	Action
50.	Click the Show following tabs button.
51.	Click the Control ChartField tab.  Control ChartField
52.	The <b>Control ChartField</b> page is used to override and define budget options and attributes for particular control ChartField values.
53.	In this scenario, the <b>All Control Values</b> checkbox on the <b>Control Chartfield</b> page is checked.  When checked, it would enable all ChartField values for the control ChartField at or above the tree level that you entered on the <b>Keys and Translations</b> page for budgeting.
54.	To enable only certain control ChartField values for budget-checking purposes, do NOT mark the <b>All Control Values</b> checkbox.  Then specify your control ChartField values in the <b>ChartField Values</b> grid on this page.
55.	The <b>Offsets</b> page is not used in CAPPS. The <b>Offsets</b> default to 'Active'.





Step	Action
56.	Click the Excluded Account Types tab. <u>Excluded Account Types</u>
57.	The <b>Excluded Account Types</b> page is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
58.	Select a <b>SetID</b> for which you want to exclude all accounts for an account type for budget processing.
59.	In the <b>Excluded Account Types</b> section, select the Account Types that you want to exclude from budget processing against this Commitment Control ledger group.
60.	In this scenario for the REVEST budget definition, Account Type R is the only one included in the definition.  However, there may be some accounts in Account Type R that need to be excluded from the control budget definition.  If so, list them in the Excluded Accounts section in the From Account and To Account fields.
61.	You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions.  Next to an <b>Account Type</b> , such as Assets or Liabilities, click the <b>Exceptions</b> link to access the <b>Exclude Account Type Exceptions</b> page.
62.	Congratulations! You have successfully completed this lesson.  End of Procedure.

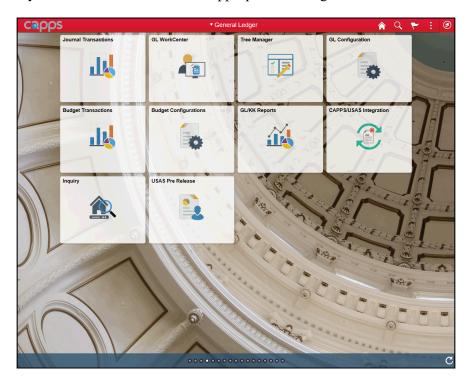


#### **Section 2 - Entering and Managing Budgets**

#### Entering an Appropriation Budget

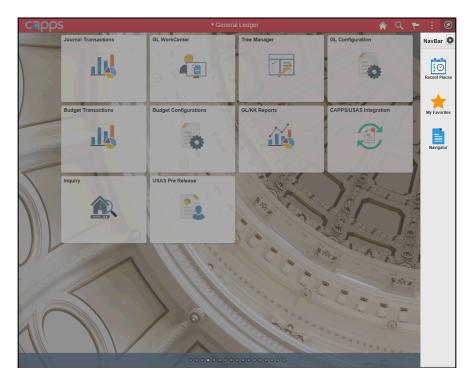
#### Procedure

In this lesson you will learn how to enter an Appropriation Budget.



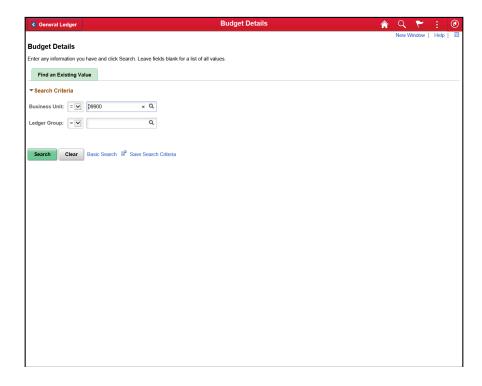
Step	Action
1.	This lesson begins with a review of the existing budget details.  Click the NavBar button.
2.	Click the NavBar button.





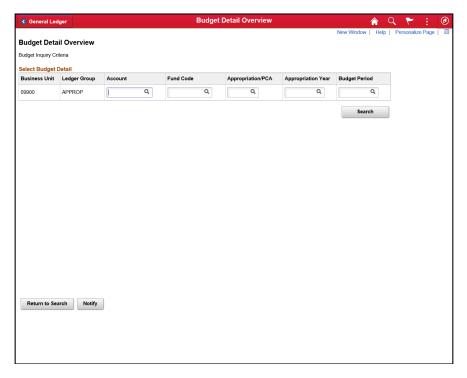
Step	Action
3.	Click the Navigator button.  Navigator
4.	Click the vertical scrollbar to scroll down.
5.	Continue scrolling down until you locate the <b>Commitment Control</b> menu item.  Click the <b>Vertical</b> scrollbar.
6.	Click the Commitment Control menu.  Commitment Control
7.	Click the Review Budget Activities menu.  Review Budget Activities >
8.	Click the Budget Details menu.  Budget Details





Step	Action
9.	Click the Look up Ledger Group (Alt+5) button.
	Q
10.	Click the Appropriation Ledger Group link.
	Appropriation Ledger Group
11.	Click the <b>Search</b> button.
	Search

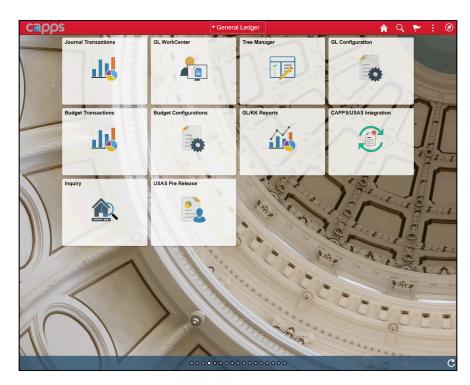




Step	Action
12.	Enter the chartfield details.
	Click in the <b>Account</b> field.  APPROP
13.	Enter "7300" into the Account field.
	APPROP Q
14.	Enter "0001" into the Fund Code field.
	APPROP 7300 Q
15.	Enter "13002" into the Appropriation/PCA field.
	APPROP         7300         Q         0001         Q
16.	Enter "2021" into the Appropriation Year field.
	APPROP 7300 Q 0001 Q 13002 Q Q
17.	Click the Search button.
	Search
18.	Currently a budget has not been created. Next, you will enter one.



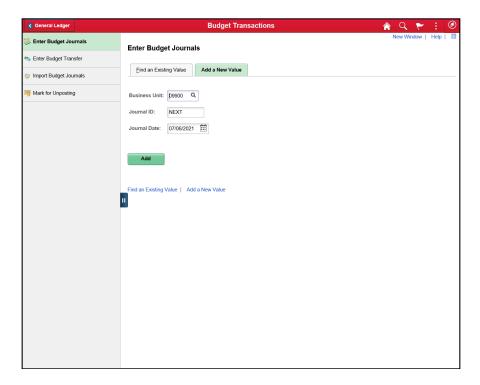
Step	Action
19.	Click the General Ledger button.
	<b>C</b> General Ledger



Step	Action
20.	Click the Budget Transactions tile.  Budget Transactions
21.	From the Budget Journals menu, you can access components that allow you to manually enter budget journals to establish or change the budgeted amount for a control budget. You can also choose to automatically generate parent budgets or budget transfers from their associated child budget journals. The menu options also include importing budget journals.



Step	Action
22.	These are few of the primary Budget Journal processes:
	Enter Budget Journals allows for the entry and adjustment of journals. You enter
	budgets and adjustments using journals much as you do in the General Ledger journal process. Enter budget journals in the Enter Budget Journals component
	Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, it allows you to transfer money between budget.
	Import Budget Journals allows you to import budget journals using an Excel spreadsheet.
	In this exercise, the focus will be on the 'Enter Budget Journals' process.

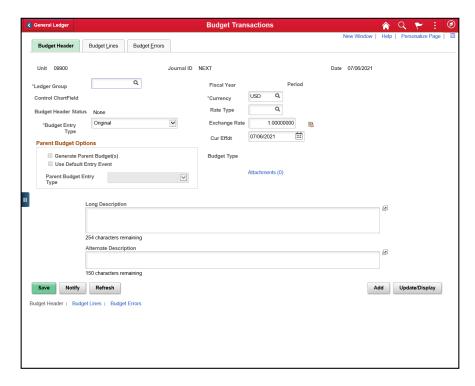


Step	Action
23.	Click the Activity Guide Navigation Area button.
24.	The Business Unit defaults based on the value designated on the User Preferences - Overall Preferences page during implementation.





Step	Action
25.	The <b>Journal ID</b> is <b>NEXT</b> . This means that the next available Journal ID will be assigned to this journal after it is saved.
26.	The <b>Journal Date</b> defaults to the current date. This may be changed, if needed.
27.	Click the Add button.  Add

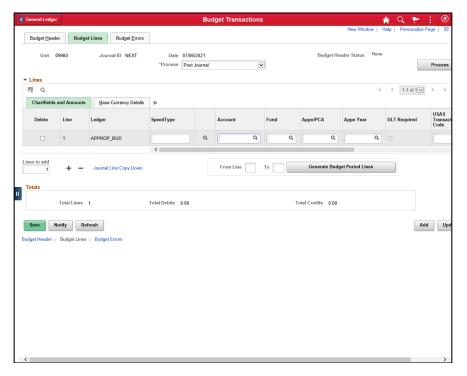


Step	Action
28.	Click the Look up Ledger Group (Alt+5) button.
29.	Click the Appropriation Ledger Group link. Appropriation Ledger Group
30.	Note that the system populates the Fiscal Year, Period, Control ChartField, Rate Type, and Budget Entry Type fields automatically.



Step	Action
31.	For budget entries that use the Enter Budget Journals component, the following values are available in the Budget Entry Type field:  • Select Adjustment if this is an adjustment to an original budget amount.  • Select Original if this is a budget entry being made for the first time.  It is very important to limit security to authorized users who may enter the original budget and adjustment entries, otherwise anyone with general security access to this page may enter, adjust and transfer budget amounts.
32.	Enter a meaningful description for this budget journal into the Long Description field.  Enter "FY21 Budget Entry" into the Long Description field.  Long Description
33.	Click the <b>Budget Lines</b> tab.  Budget <u>L</u> ines
34.	Use the <b>Budget Lines</b> page to specify the ChartField values and dollar amounts for each transaction.  After specifying the Budget Header and Budget Lines, you may use this page to request journal processing.





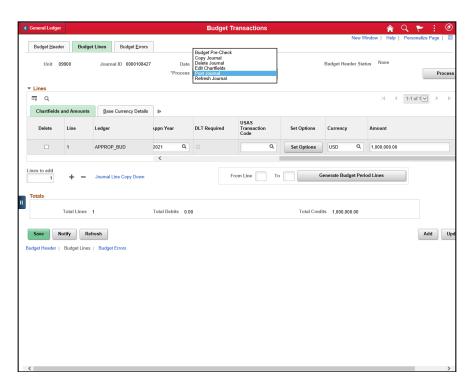
Step	Action
35.	Enter "7000" into the Account field.
36.	Enter "0001" into the Fund field.
37.	Enter "13002" into the Appn/PCA field.
38.	Enter "2021" into the Appn Year field.
39.	Click the Horizontal scrollbar to access the Amount field.
40.	Enter "1000000" into the Amount field.
41.	Click the + button before the Save tree item.  Save
42.	Notice the <b>Journal ID</b> changed from NEXT to 0000108427 after the original journal was saved.
43.	The journal is now ready to be posted.  The default processing action is <b>Post Journal</b> , so you do not need to choose a different processing action.
44.	Click the Process list.  Process Post Journal



Step	Action
45.	The following are other Processing actions available:
	• Budget Pre-Check: Performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the appropriate ledger records.
	A "check-only" of budget entries is especially useful in the work-in-progress stage of your budget development.
	You may also process actuals transactions using the Budget Pre-Check option.
46.	Note: When the *Process of Budget Pre-Check is selected, and then click the Process button, the Budget Header Status will display 'Checked Only'. If there is a problem with the Budget Pre-Check, the Budget Header Status will be 'Error'.
47.	*Process field options (continued)
	• Copy Journal: Copies the current journal.
	• Delete Journal: Deletes the current journal. Posted or unposted journals cannot be deleted.
48.	Process field options (continued)
	• Edit Chartfields: Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting. You may do combination editing directly, without performing the posting process.
	If the journal passes validation, the <b>Budget Header Status</b> will be <b>Valid</b> . If there are problems with validation, the <b>Budget Header Status</b> will be <b>Error</b> .
	Any errors found are reported on the <b>Budget Errors</b> page. The budget lines status reflects lines that failed combination editing; however, the header status is not updated. With proper security the posting process can later be run, and the edits are performed again even if the preliminary Edit Chartfields is run.
49.	You may create and post budget journals to the ledger specified in the journal header.
	Unlike with other budgeting methods, however, you do not directly update the ledger balances table in CAPPS. Instead, the CAPPS posting process updates the ledger table and retains the journal entry as an audit item.
	As a result, an audit trail is generated to record the original budget and subsequent changes.

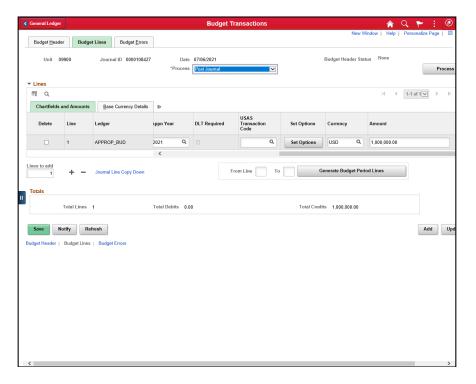


Step	Action
50.	Process field options (continued)
	• Post Journal: This is the default value for the field. It initiates the Commitment Control Posting process. The process edits the journal and, if the journal is valid, posts it. The Budget Header Status will change to Posted.
	<b>Note:</b> For reasons of efficiency, you may typically edit and post budget entry journals in the background, using the <b>Request Posting</b> page.
	• Refresh Journal: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
51.	Notice the <b>Budget Header Status</b> is <b>None</b> . This will change to <b>Posted</b> after the <b>Process</b> button has been selected.



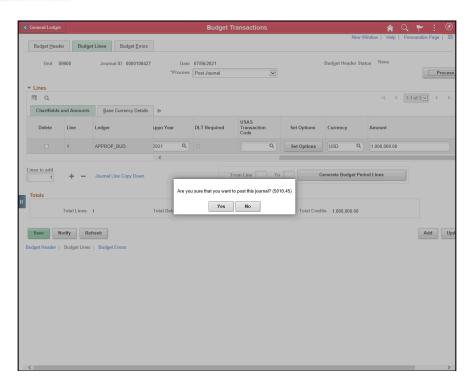
Step	Action
52.	Click the Post Journal list item.
	Post Journal





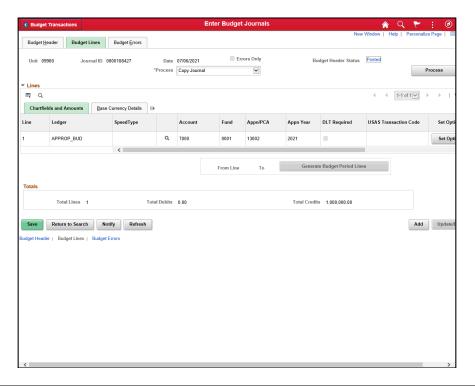
Step	Action
53.	Select the <b>Process</b> button after all lines have been entered.
	The <b>Process</b> button will post the original Appropriation Budget journal. Once the original Appropriation Budget journal is posted, additional budget lines cannot be inserted.
	Click the <b>Process</b> button to begin the posting process. <b>Process</b>





Step	Action
54.	Click the Yes button.
	Yes
55.	The <b>Budget Header Status</b> changed to <b>Posted</b> to indicate that the journal has been posted.

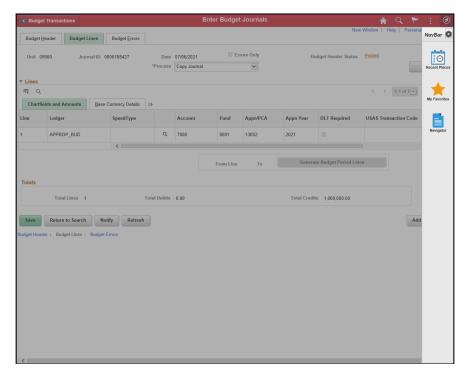




Step	Action
56.	Let's review the Budget Details page. Recall, prior to posting this budget entry, no budget existed.  Click the NavBar button.

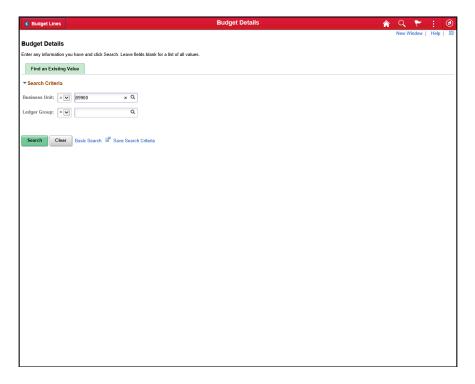






Action
Click the Recent Places button.
Recent Places
Click the <b>Budget Details</b> menu.
Budget Details

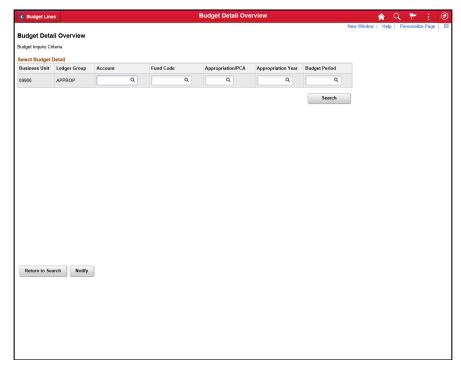




Step	Action
59.	Click the Look up Ledger Group (Alt+5) button.
	Q
60.	Click the Appropriation Ledger Group link.
	Appropriation Ledger Group
61.	Click the Search button.
	Search







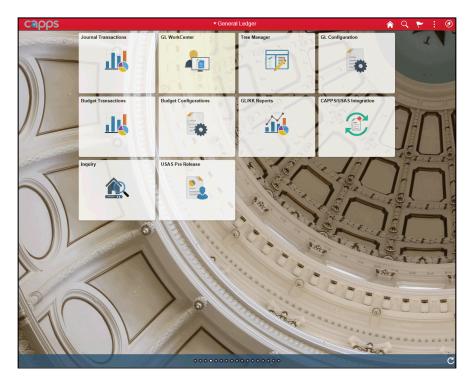
Step	Action
62.	Enter "7000" into the Account field.
	APPROPQ
63.	Enter "0001" into the Fund Code field.
	APPROP 7000 Q   Q
64.	Enter "13002" into the Appropriation/PCA field.
	APPROP 7000 Q 0001 Q Q
65.	Enter "2021" into the Appropriation Year field.
	APPROP 7000 Q 0001 Q 13002 Q
66.	Click the Search button.
	Search
67.	A budget for the specified chartfields was located.
	Click the View Details link.
	View Details
68.	The budget is displayed.
69.	Congratulations! You have successfully completed this lesson.  End of Procedure.



# Reviewing an Organizational Budget and Creating an Adjustment Journal

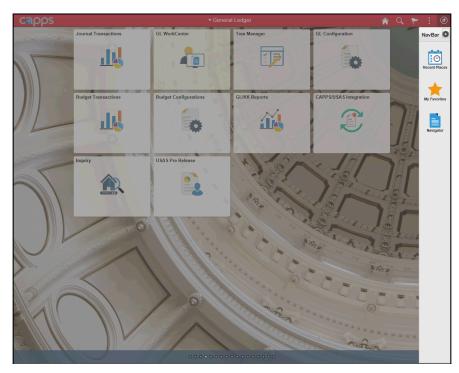
#### Procedure

In this lesson, you will look up an existing **Organizational Budget** and then enter an adjustment journal.



Step Action	
1. Click the NavBar button.	

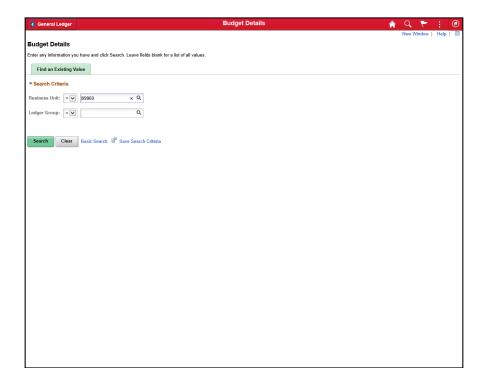




Step	Action
2.	Click the Navigator button.
3.	Click the Vertical scrollbar to scroll down and locate the Commitment Control menu.
4.	Continue scrolling.  Click the Vertical scrollbar.
5.	Click the Commitment Control menu.  Commitment Control



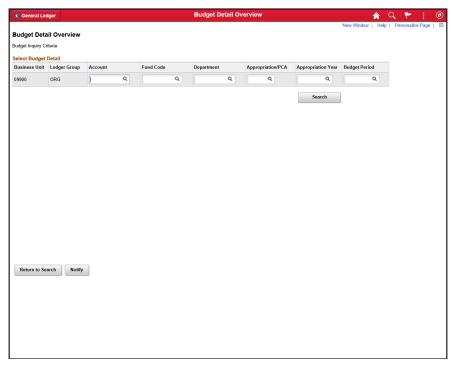
Action	
Click the Review Budget Activities menu.	
Review Budget Activities	
Click the <b>Budget Details</b> menu.	
Budget Details	



Step	Action
8.	Click the Look up Ledger Group (Alt+5) button.
	Q
9.	Click the Organization Ledger Group link.
	Organization Ledger Group
10.	Click the <b>Search</b> button.
	Search

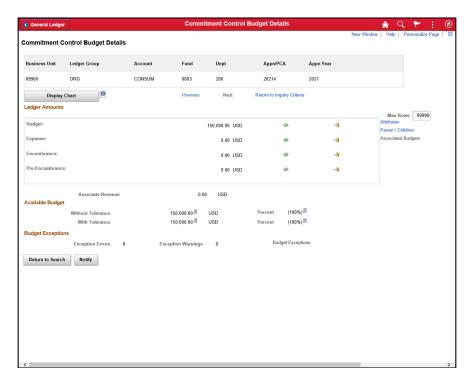






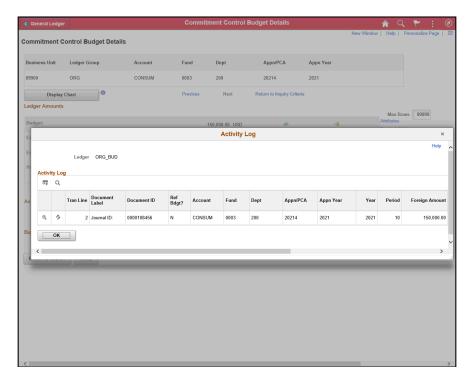
Step	Action
11.	Enter "CONSUM" into the Account field.
	ORG Q
12.	Enter "200" into the Department field.
	ORG CONSUM Q Q   Q
13.	Enter "2021" into the Appropriation Year field.
	ORG CONSUM Q Q Q Q
14.	Click the Search button.
	Search
15.	Click the View Details link.
	View Detail
16.	Use the <b>Commitment Control Budget Details</b> page to view specific budget details for a control budget and to specify budget detail search criteria.
	Fields in the Ledger Amounts section are:
	Budget - allotment of funds for the given Appropriation Year (AY)Expense - Accounts Payable Level
	Expense - Accounts rayable LevelEncumbrance - Purchase Order Level
	Pre-Encumbrance - Requisition level





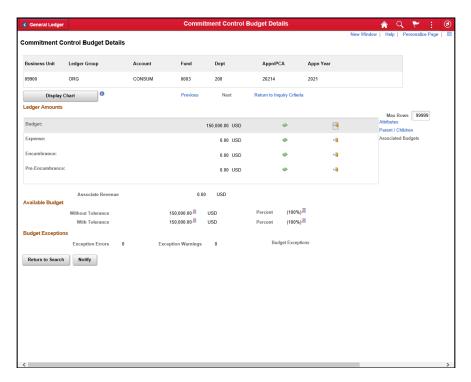
Step	Action
17.	Notice the current budget is \$150,000.
	On the <b>Budget</b> line, click the <b>Drill to Activity Log</b> button to access the <b>Active Log</b> page.
18.	Notice one budget journal has been entered.





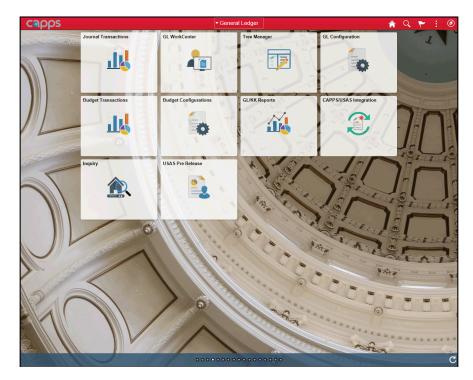
Step	Action
19.	Click the <b>Horizontal</b> scrollbar to scroll right.
20.	The budget journal amount is \$150,000 and it was the original entry.
21.	Return to the left side of the grid.
	Click the Horizontal scrollbar.
22.	Click the <b>OK</b> button.
	ОК





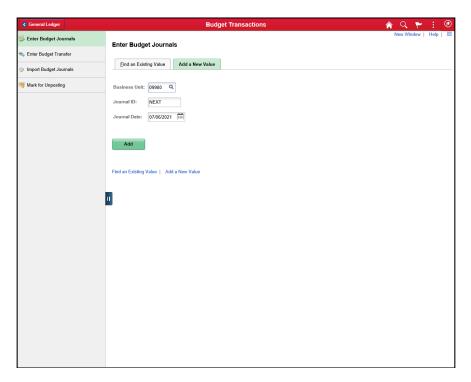
Step	Action
23.	After checking the organizational budget amount, you will now enter an adjustment journal to increase the budget amount by \$25,000. Click the <b>General Ledger</b> button.
	<b>General Ledger</b>





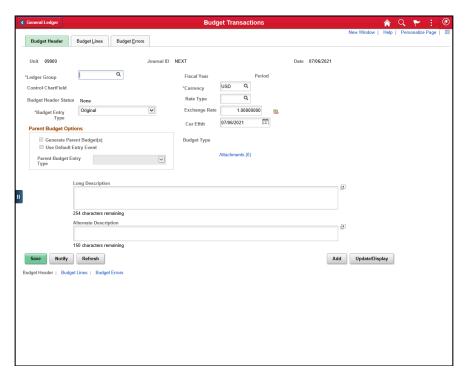
Step	Action
24.	Click the Budget Transactions tile.  Budget Transactions





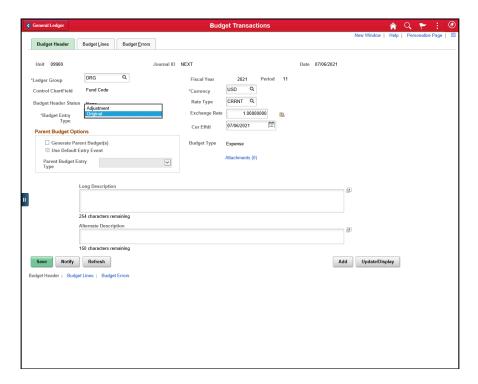
Step	Action
25.	Click the Activity Guide Navigation Area button.
26.	Click the <b>Add</b> button.
	Add





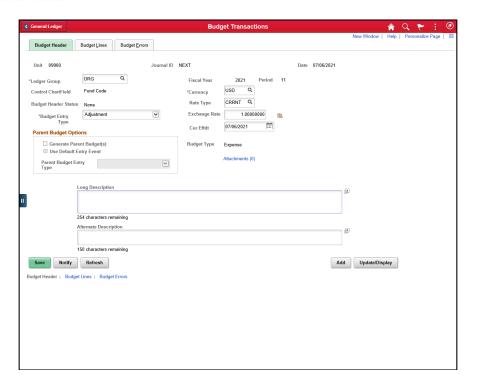
Step	Action
27.	Click the Look up Ledger Group (Alt+5) button.
28.	Click the Organization Ledger Group link. Organization Ledger Group
29.	Click the Budget Entry Type list.  Budget Entry Type  Original





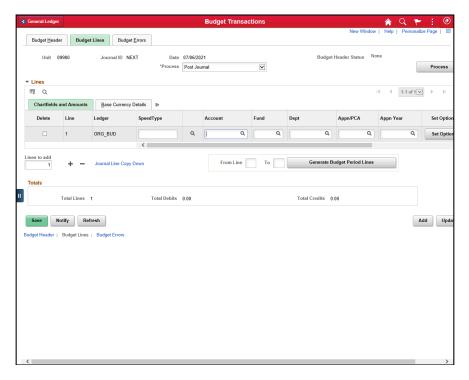
Step	Action
30.	Original indicates this is an entry to create the original budget amount.  Click the Adjustment budget entry type since you are creating an adjustment journal to increase the original organizational budget by \$25000.
	Adjustment
31.	It is very important to limit security to authorized users who may enter the original budget and adjustment entries, otherwise anyone with general security access to this page may enter, adjust and transfer budget amounts.





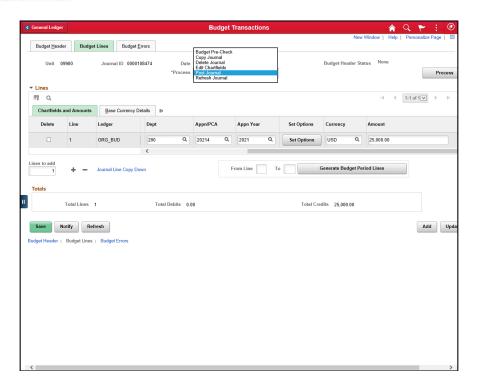
Step	Action
32.	Enter a meaningful description of the adjustment entry into the <b>Long Description</b> field.
	Enter "FY21 Budget Adjustment" into the Long Description field.  Long Description
33.	Click the <b>Budget Lines</b> tab to enter the budget lines for the adjustment journal.
	L
34.	Use the <b>Budget Lines</b> page to specify the ChartField values and dollar amounts for each transaction.
	After the Budget Header and Budget Lines are specified, use this page to request journal processing.





Step	Action
35.	Enter "CONSUM" into the Account field.
36.	Enter "0003" into the Fund field.
37.	Enter "200" into the Dept field.
38.	Enter "20214" into the Appn/PCA field.
39.	Enter "2021" into the Appn Year field.
40.	Click the Horizontal scrollbar.
41.	Enter "25000" into the Amount field.
42.	Click the Save button.  Save
43.	After saving, the new adjustment <b>Journal ID</b> is assigned.
44.	Click the Process list to display valid processing options.  Process  Post Journal

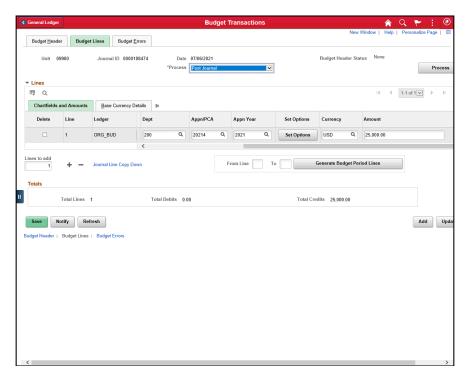




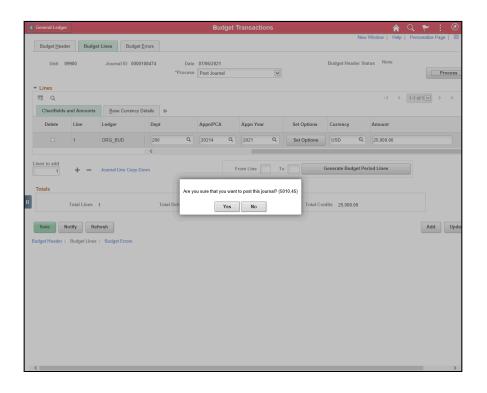


Step	Action
45.	Choose from the following options:
	• <b>Budget Pre-Check</b> - enables the journal to be run through the Budget Processor. However, the Budget Processor will only check the journal - it will not reserve the funds. This option appears only when General Ledger is enabled for Budget Pre-Check within the Commitment Control Installation Options.
	If you select Budget Pre-Check, and then click the Process button, the <b>Budget Header Status</b> will be <b>Checked Only</b> . If there is a problem with the budget pre- check, the <b>Budget Header Status</b> will be <b>Error</b> .
	• Copy Journal - enables users to copy this journal to a new journal.
	• Delete Journal - enables users to delete this journal.
	• Edit ChartField - enables users to check if the journal has any ChartField-related errors. If the journal passes validation, the Budget Header Status will be Valid. If there are problems with validating the edits, the Budget Header Status will be Error.
	• Post Journal - enables users to post this journal. If there are no errors, the Budget Header Status will be Posted.
	• Refresh Journal - enables users to retrieve this journal from the database to the page again.
	Click the <b>Post Journal</b> list item.
	Post Journal
46.	Notice the Budget Header Status is None.



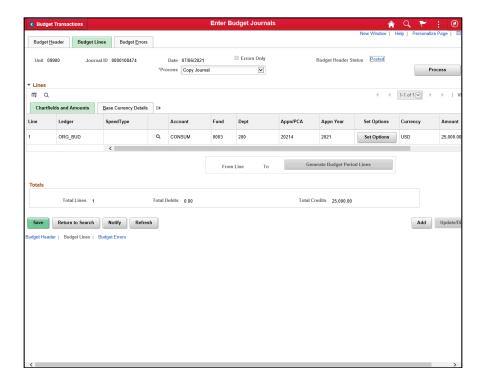


Step	Action
47.	Click the <b>Process</b> button.
	Process



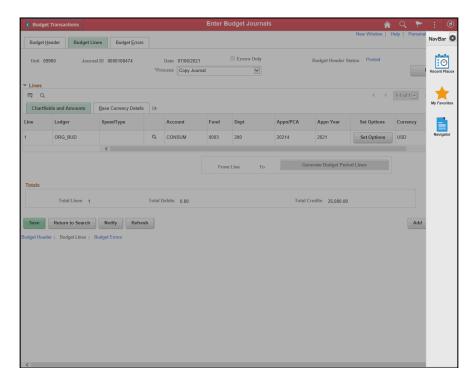


Step	Action
48.	Click the Yes button.
	Yes
49.	Notice the Budget Header Status is now Posted instead of None.



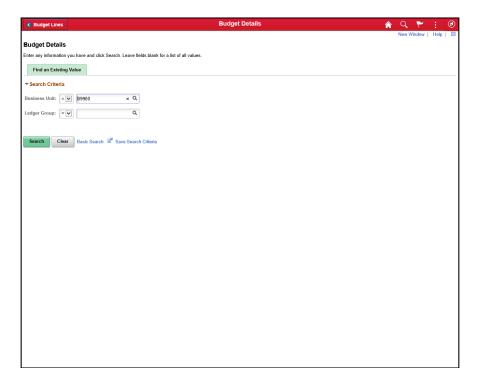
Step	Action
50.	To verify that the adjustment entry was posted and that it increased the Organizational Budget by \$25000, click the <b>NavBar</b> button.





Step	Action
51.	Click the Recent Places button.
	Recent Places
52.	Click the <b>Budget Details</b> menu.
	Budget Details

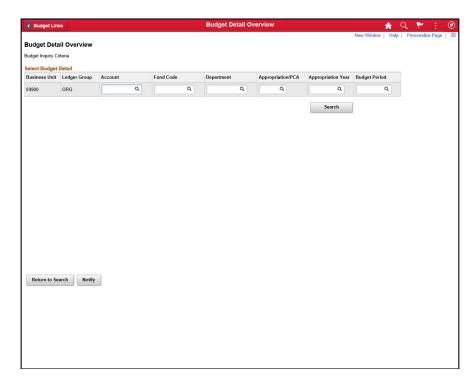


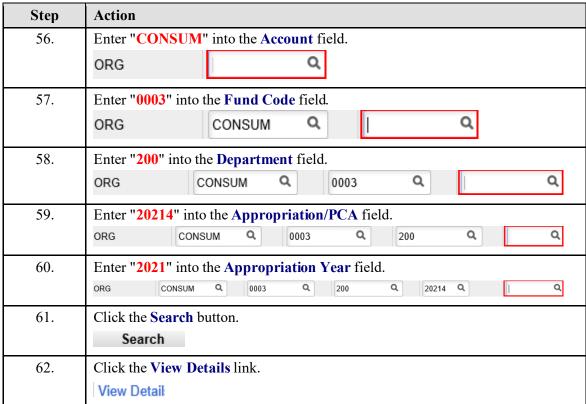


Step	Action	
53.	Click the Look up Ledger Group (Alt+5) button.	
	Q	
54.	Click the Organization Ledger Group link.	
	Organization Ledger Group	
55.	Click the Search button.	
	Search	



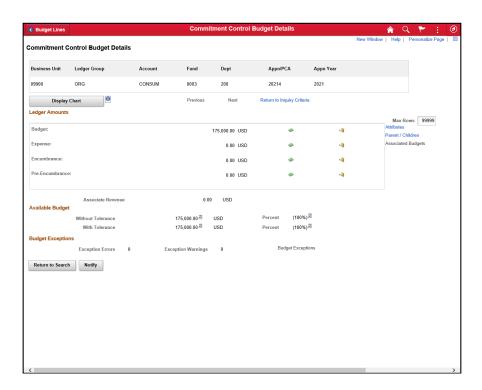






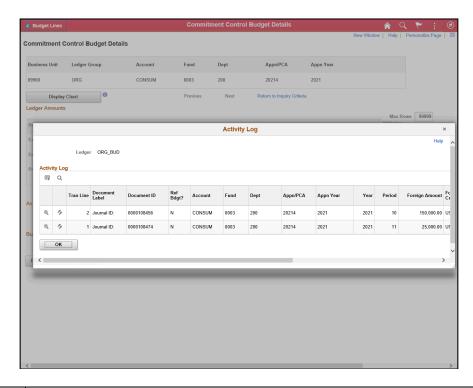


Step	Action
63.	The Organizational Budget is displayed.
	Notice the <b>Budget</b> increased by \$25000 from \$1 <b>50</b> ,000.00 to \$1 <b>75</b> ,000.00 as a result of the adjustment journal that you posted.



Step	Action
64.	Next to the <b>Budget</b> , click the <b>Drill to Activity Log</b> button to see all the lines on the budget.
	←
65.	On the <b>Activity Log</b> page, the original Organizational Budget journal (0000108456) is displayed on the first line.
	The adjustment journal you entered (0000108474) is displayed on the second line.





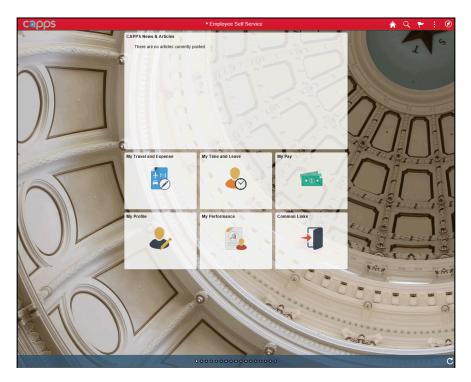
Step	Action			
66.	Click the <b>Horizontal</b> scrollbar.			
67.	The original budget amount and the adjustment amounts are displayed on different lines.			
	Notice the <b>Budget Entry Type</b> column indicates which line is the original and which is the adjustment.			
68.	Click the <b>Horizontal</b> scrollbar.			
69.	Click the <b>OK</b> button.			
	OK			
70.	Congratulations! You have successfully completed this lesson.  End of Procedure.			

#### Reviewing, Editing and Clearing a Budget Error

#### **Procedure**

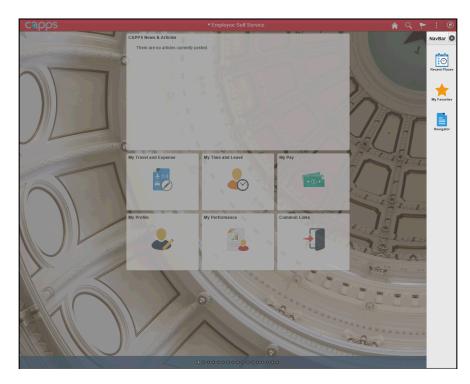
In this lesson, you will add a line to a budget journal, post the journal, check for budget errors, and clear the error.





Step	Action
1.	Click the NavBar button.

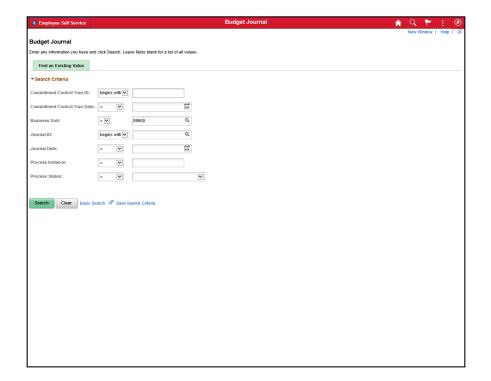




Step	Action
2.	Click the Navigator button.  Navigator
3.	Click the Vertical scrollbar to scroll down and locate Commitment Control.
4.	Click the Commitment Control menu.  Commitment Control >
5.	Click the Review Budget Check Exceptions menu.  Review Budget Check Exceptions >

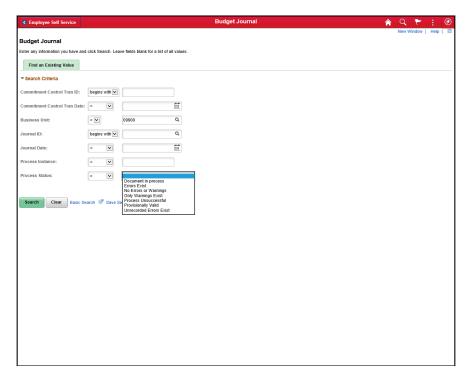


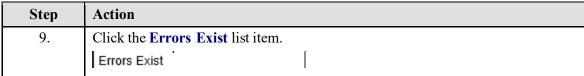
Step	Action
6.	Click the General Ledger menu.
	General Ledger >
7.	Click the Budget Journal menu.
	Budget Journal

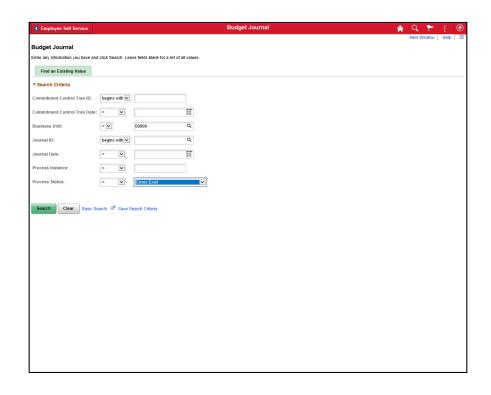


St	ер	Action				
8	3.	Use the Process Status to locat	e journ	als with	errors.	
		Click the Process Status list. Process Status:	=	~		<b>&gt;</b>
		i i o o o o o o o o o o o o o o o o o o				



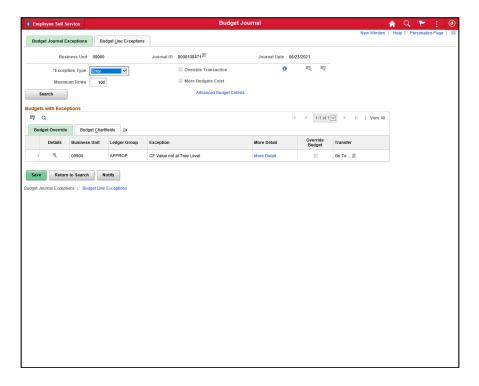






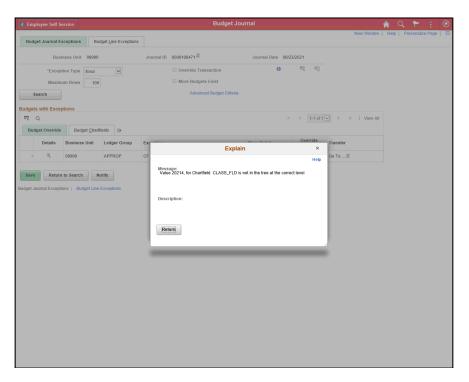


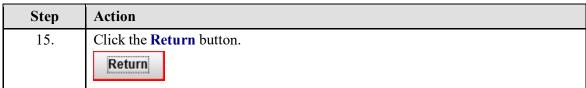
Step	Action
10.	Click the Search button.
	Search
11.	Journal 0000108741 has errors.
12.	It appears that a chartfield was used on the journal that did not match values at the tree level specified for the Appropriation Ledger.

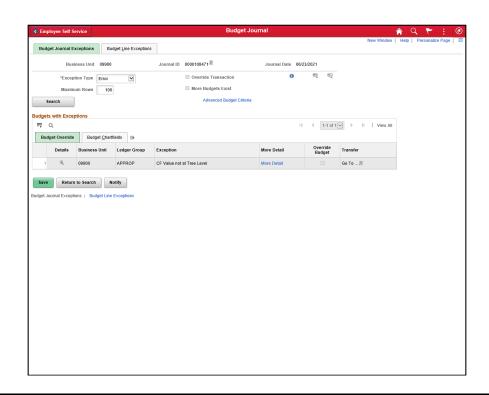


Step	Action
13.	Click the More Detail link.  More Detail
14.	Refer to the <b>Appropriation Budget Definition</b> to identify the appropriate <b>tree level</b> and choose a value from that level.



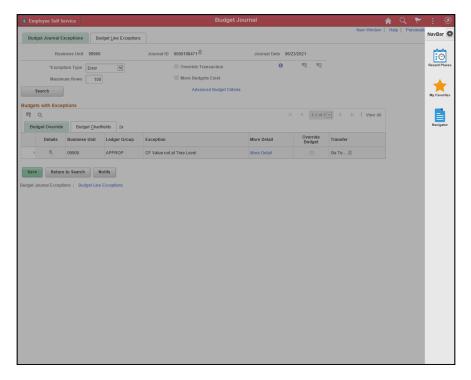








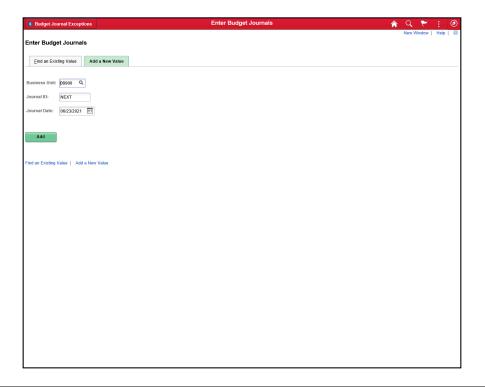
Step	Action
16.	Once you have identified the correct chartfield, the journal will need to be updated.  Click the NavBar button.
	©



Step	Action
17.	Click the Navigator button.
18.	Click the Back: Review Budget Check Exceptions button.
19.	Click the Back: Commitment Control button.

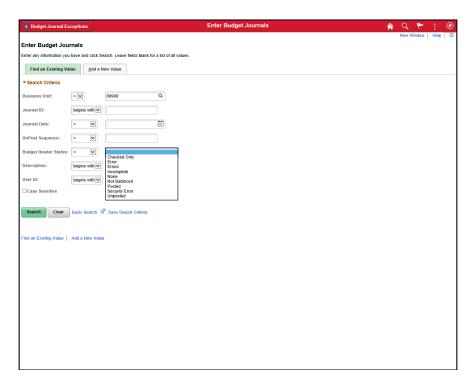


Step	Action
20.	Click the <b>Budget Journals</b> menu.
	Budget Journals >
21.	Click the Enter Budget Journals menu.
	Enter Budget Journals

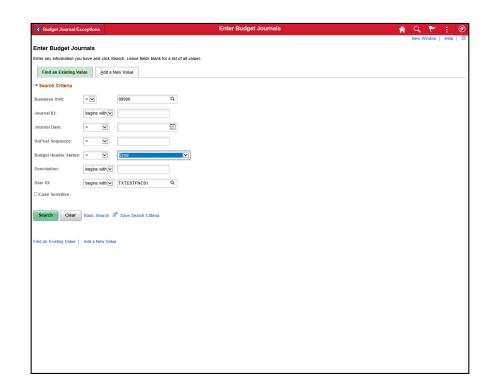


Step	Action
22.	Click the Find an Existing Value tab.
	Find an Existing Value
23.	Click the Budget Header Status list.  Budget Header Status: =





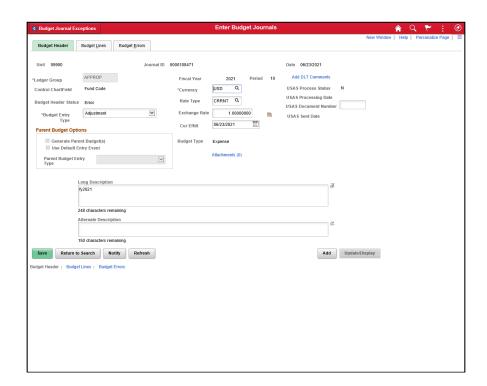
Step	Action
24.	Click the Error list item.
	Error





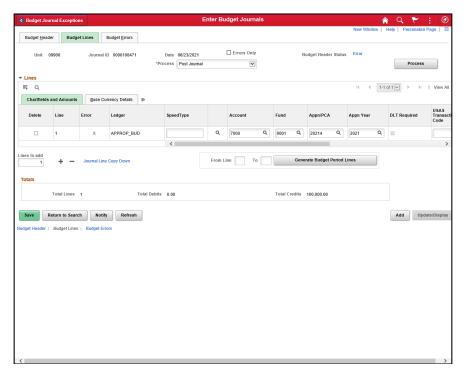


Step	Action
25.	Click the + button before the <b>Search</b> tree item.
	Search



Step	Action
26.	Click the <b>Budget</b> Lines tab.
	Budget <u>L</u> ines
27.	Notice the journal's status is Error.





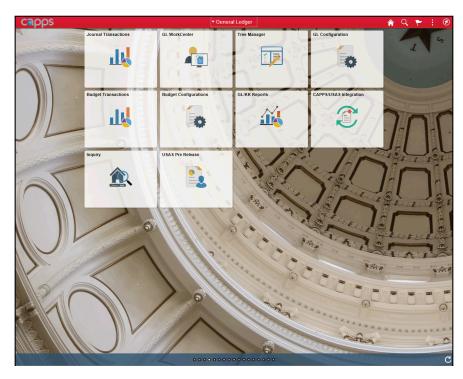
Step	Action
28.	Locate and update the appropriate chartfields.
	Double-click in the Appn/PCA field.  20214  Q
29.	Enter "13002" into the Appn/PCA field.
30.	Click the Save button.
	Save
31.	The budget journal status changed to None. The journal will need to be posted.
32.	Click the <b>Process</b> button.
	Process
33.	Click the Yes button.
	Yes
34.	The journal was successfully posted after updating the Appn/PCA field with a valid value.
35.	Congratulations! You have successfully completed this lesson.  End of Procedure.

#### Copying a Budget Journal

#### Procedure

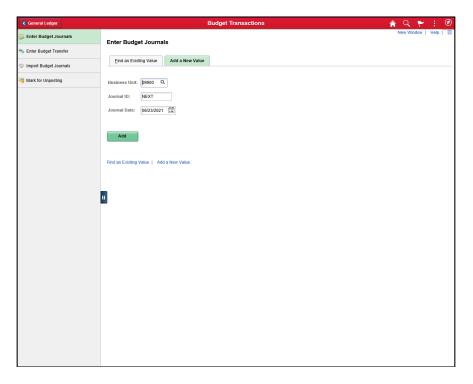


In this lesson, you will copy a Budget Journal.



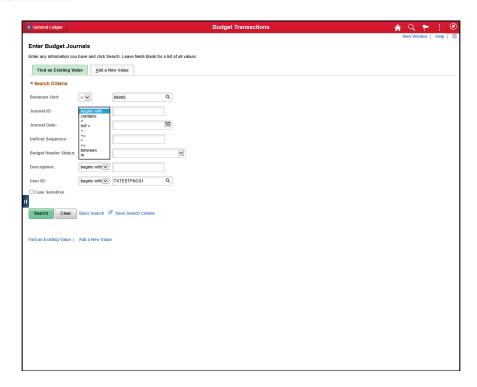
Step	Action
1.	Click the <b>Budget Transactions</b> button. From the General Ledger dashboard, click the <b>Budget Transactions</b> tile. <b>Budget Transactions</b>

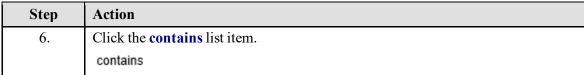


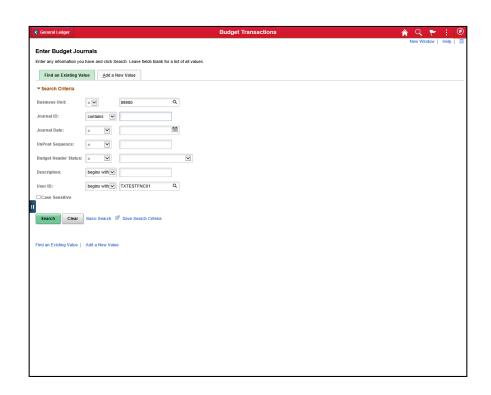


Step	Action
2.	Click the Activity Guide Navigation Area button.
3.	Click the Find an Existing Value tab.
	<u>F</u> ind an Existing Value
4.	The <b>Business Unit</b> field is automatically populated based on your security.
	You may also enter a Business Unit or click on the Look Up Business Unit (Alt 5) button to select a business unit.
	In this example, accept the default Business Unit.
5.	Click the <b>Journal ID</b> list.
	Journal ID: begins with



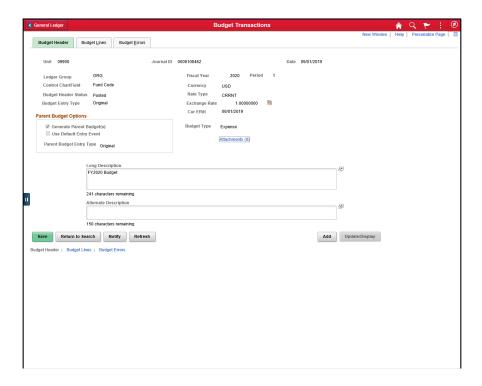






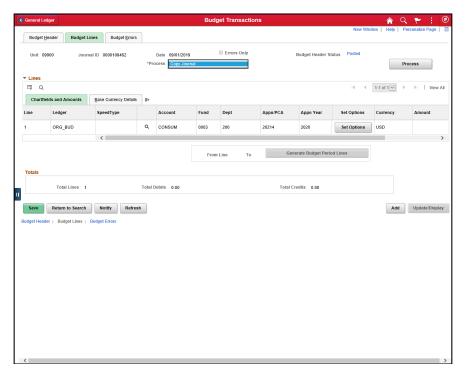


Step	Action
7.	Enter "108462" into the Journal ID field.
	Journal ID: contains
8.	Click the Search button.
	Search
9.	Click the FY2020 Budget link.
	-Y2020 Budget



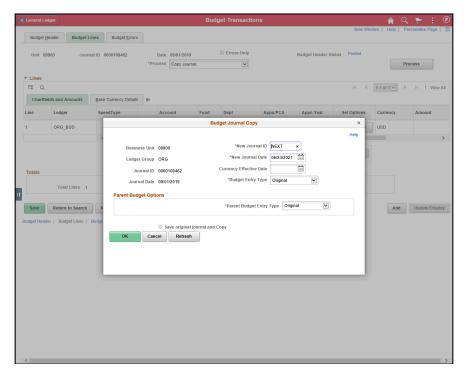
Step	Action
10.	Click the <b>Budget</b> Lines tab to review the budget lines.
	Budget <u>L</u> ines
11.	Note the <b>Journal ID</b> of the existing journal you are going to copy.
12.	Since the existing journal's <b>Budget Header Status</b> is 'Posted', the <b>Process</b> option field defaults to Copy Journal.





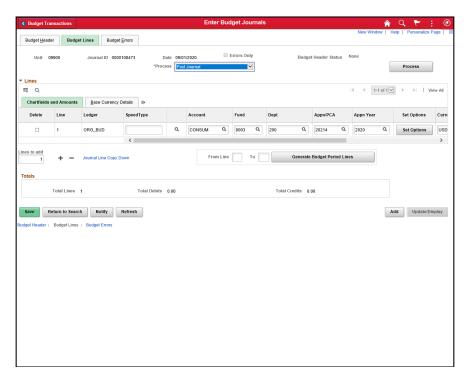
Step	Action
13.	To copy the existing journal to a new journal, click the <b>Process</b> button.  Process
14.	An asterisk (*) next to a field indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.
15.	Notice the <b>New Journal ID</b> is NEXT. Your new journal will be assigned the next Journal ID when it is saved.  If needed, you can change the <b>New Journal Date</b> .





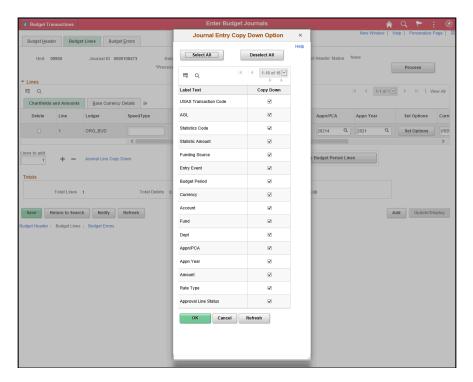
Step	Action
16.	Click in the New Journal Date field.  New Journal Date 06/23/2021 :::
17.	Enter "09012020" into the New Journal Date field.  New Journal Date 06/23/2021 :::
18.	Click the OK button.  OK
19.	The new journal appears. You can proceed with making any edits necessary.





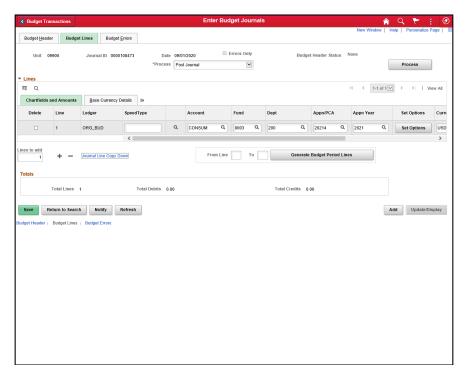
Step	Action
20.	Double-click in the Appn Year field.  2020  Q
21.	Enter "2021" into the Appn Year field.
22.	Click the Journal Line Copy Down link. Journal Line Copy Down





Step	Action
23.	You want to copy all of line 1 details to line 2, except for the department code.
	Select <b>Dept checkbox</b> to deselect it.  Dept   ✓
24.	Click the <b>OK</b> button.
	UK





Step	Action
25.	Click the Insert Lines button.
	+
26.	Update the Dept code for line 2.
	Enter "100" into the <b>Dept</b> field.
27.	Click the Speed Type object.
	Q CONSUM Q 0003 Q 200 Q 20214 Q 2021 Q Set Options USD
	Q CONSUM Q 0003 Q 100 x Q 20214 Q 2021 Q Set Options USD
	<b>(</b>
28.	For line 1, enter "2000" into the <b>Amount</b> field.
29.	For line 2, enter "3500" into the <b>Amount</b> field.
30.	Click the Save button.
	Save
31.	The journal must be posted once all of the edits have been made.
	Notice, <b>Post Journal</b> is the default processing status.
32.	Click the <b>Process</b> button.
	Process



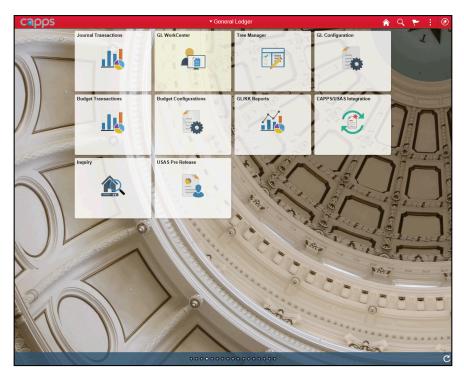
Step	Action
33.	A confirmation message appears.
	Click the <b>Yes</b> button.
34.	Confirm the budget status is Posted.
35.	Congratulations! You have successfully completed this lesson.  End of Procedure.

## Section 3 - Budget Checking

## Procure-to-Pay Budget Checking

## Procedure

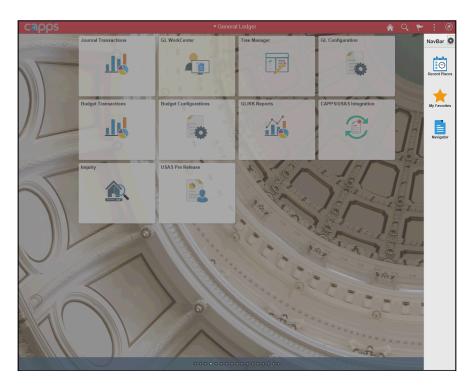
In this lesson, you will navigate through the Procure-to-Pay and see its impact on the Commitment Control budget.







Step	Action
1.	Budget changes will be displayed as the amount is budget-checked through the ledgers: Pre-Encumbrance, Encumbrance and finally the Expense ledger.
	Let's walk through this process starting with viewing the Budget details.
	Click the NavBar button.

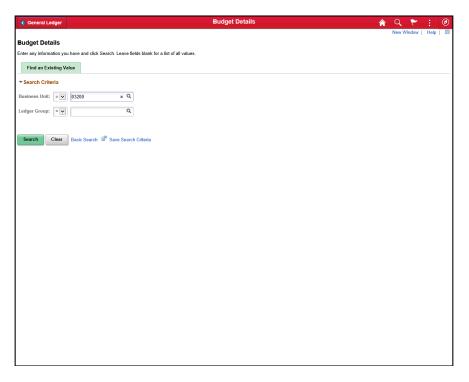


Step	Action
2.	Click the Navigator button.
	Navigator



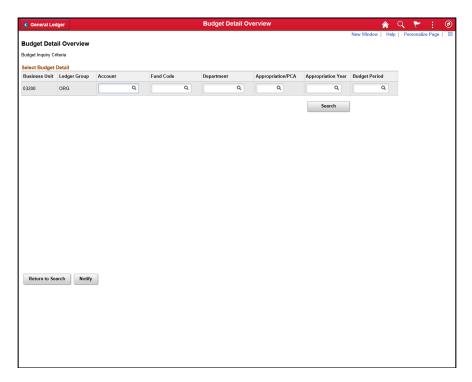
Step	Action
3.	Click the Vertical scrollbar and scroll down to locate the Commitment Control menu.
4.	Continue scrolling down.  Click the Vertical scrollbar.
5.	Click the Commitment Control menu.  Commitment Control
6.	Click the Review Budget Activities menu.  Review Budget Activities >
7.	Click the Budget Details menu.  Budget Details





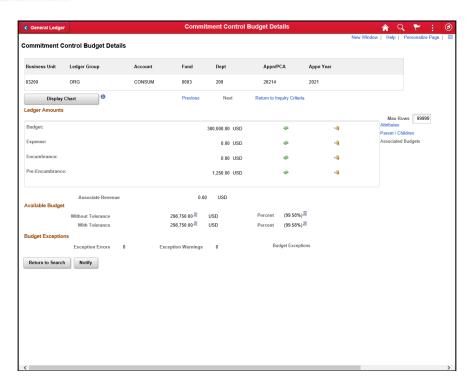
Step	Action
8.	The first task is to find the <b>Commitment Control Budget Details</b> and review the Pre-Encumbrance, Encumbrance and Expense amounts so you can see how they are impacted later by a requisition, purchase order and payment.  Click the <b>Look up Ledger Group (Alt+5)</b> button.
9.	Click the Organization Ledger Group link. Organization Ledger Group
10.	Click the Search button.  Search





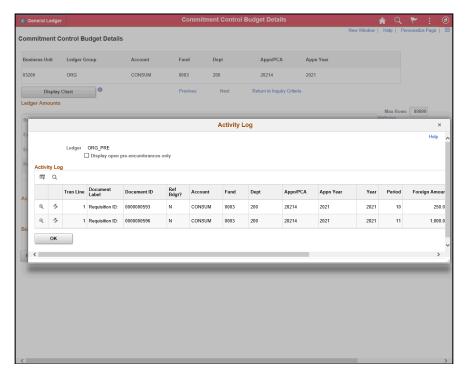
Step	Action
11.	Enter "CONSUM" into the Account field.
	ORG Q
12.	Enter "2021" into the Appropriation Year field.
	ORG CONSUM Q Q Q Q
13.	Click the Search button.
	Search
14.	Click the View Details link.
	View Detail
15.	The Commitment Control Budget Details page is displayed.
16.	The <b>Expense Ledger</b> is impacted when a voucher is entered and budget-checked in <b>Accounts Payable.</b>
17.	The <b>Encumbrance Ledger</b> is impacted when a Purchase Order is budget-checked in <b>Purchasing</b> .
18.	The <b>Pre-Encumbrance Ledger</b> is impacted when the requisition is budget-checked in <b>Purchasing</b> .
19.	Review the Expense, Encumbrance and Pre-Encumbrance amounts.
	Notice the pre-encumbrance (requisition) has a balance (\$1250) and the expense and encumbrance are both zero.





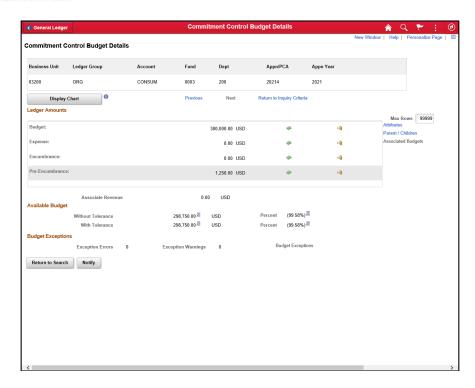
Step	Action
20.	You can use the <b>Activity Log</b> page review a list of transactions that make up the balance.  Click the <b>Drill to Activity Log</b> button.
21.	Notice, there are two requisitions, requisition #593 and #596 that are included in the pre-encumbrance balance of \$1250.  Both of the requisitions have been approved and budget checked. CAPPS pre-encumbers the requisition amount during the budget checking process.





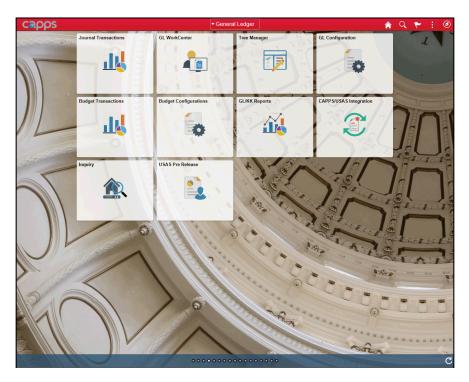
Step	Action
22.	Click the <b>Horizontal</b> scrollbar to scroll right.
	> 1
23.	The first requisition is for \$250 and the second requisition is for \$1000.
24.	Return to the left side of the grid.
	Click the Horizontal scrollbar.
25.	Click the <b>OK</b> button.
	ОК





Step	Action
26.	Next, you will navigate to the Manage Requisition page to view the individual 'source' transactions and the pre-encumbered amounts.  Click the <b>Home</b> button.

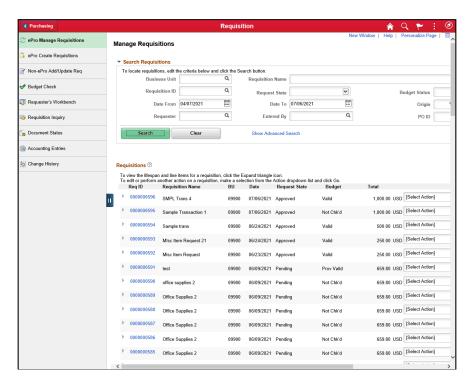




Step	Action
27.	Click the General Ledger drop down.
	General Ledger
28.	Scroll down and locate the <b>Purchasing</b> dashboard.
	Click the Vertical scrollbar.
	Employee Self Service
	Manager Self Service
	Travel and Expenses
	General Ledger
	Project Costing ~
29.	Click the <b>Purchasing</b> menu.
	Purchasing



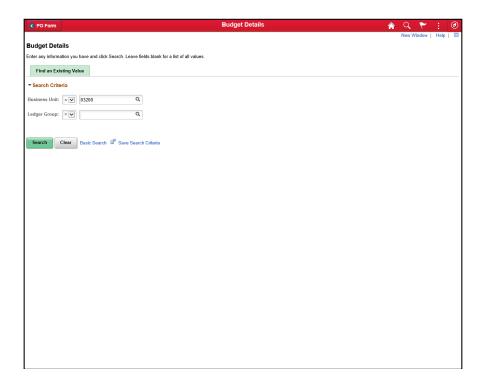
Step	Action
30.	Click the Requisition tile.  Requisition
31.	The <b>Manage Requisition</b> page is used by individuals who are responsible for entering requisitions.  Recall that one of the two requisitions included in the pre-encumbrance balance was #596.  Notice the <b>Budget Status</b> is <b>Valid</b> . This means that the budget has been checked to see if there is enough money to pay for this <b>\$1,000</b> requisition.



Step	Action
32.	Click the <b>Expand Section</b> button for requisition 000000596.
	<b>▶</b>
33.	Notice, the <b>pre-encumbrance balance</b> is \$1000 and matches the amount displayed on the <b>Commitment Control Budget Details</b> page.

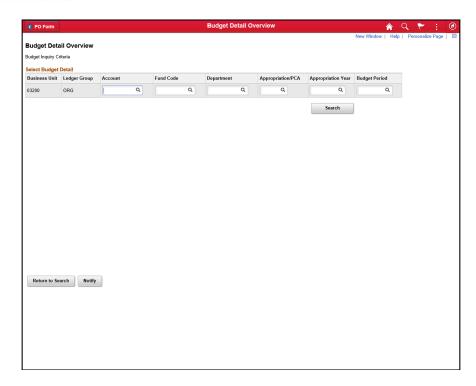


Step	Action
34.	The requisition amount will continue to show as pre-encumbered until it is sourced to a purchase order that has been approved and budget checked.  Once the PO is budget checked, the pre-encumbered balance will be reduced based on the amount of the PO and the encumbrance balance will increase.
35.	Next, let's assume that buyer has sourced the requisition #596 for \$1000 to a purchase order and that the purchase order has been approved and budget checked.  How does this impact the budget? Let's see.



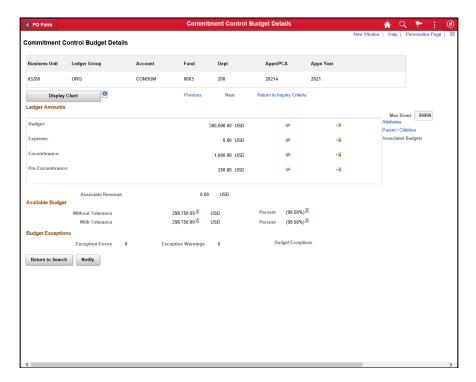
Step	Action
36.	Click the Look up Ledger Group (Alt+5) button.
	Q
37.	Click the Organization Ledger Group link.
	Organization Ledger Group
38.	Click the Search button.
	Search





Step	Action
39.	Enter "CONSUM" into the Account field.  ORG
40.	Enter "2021" into the Appropriation Year field.  ORG CONSUM Q Q Q Q Q
41.	Click the Search button.  Search
42.	Click the View Details link.  View Detail
43.	Notice, that \$1000 has been moved out of the pre-encumbrance balance and into the encumbrance balance.

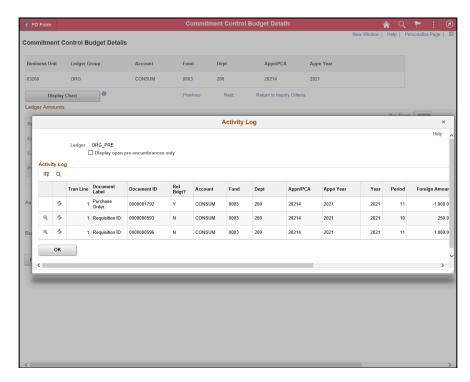




Step	Action
44.	Click the <b>Drill to Activity Log</b> button for the pre-encumbrance balance.
	€
45.	Req #596 appears. This reflects the original pre-encumbrance amount.
46.	Also notice, PO #1792. This is the PO to which the requisition was sourced.
	This line shows the (negative) amount being backed out of the pre-encumbrance balance.



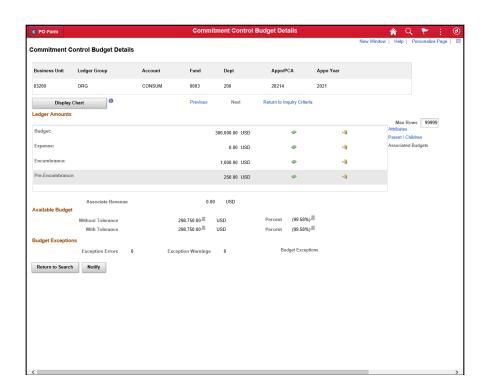




Step	Action
47.	Click the <b>Horizontal</b> scrollbar.
48.	In this example, the full amount of the requisition was sourced to PO 1792.
	What happens if only a portion of the requisition was sourced to the PO? What are some reasons why this may occur?
49.	If a portion of the requisition is sourced to a PO then the remaining amount will continue to be reflected in the pre-encumbrance balance until further action is taken.
	For example, if the requisition had two lines (line 1 \$600 and line 2 \$400) and only line 1 is sourced to the PO, then you should expect to see \$600 move to the encumbrance balance and \$400 remain in the pre-encumbrance balance. The \$400 will remain as a pre-encumbrance until line 2 is sourced to a PO.



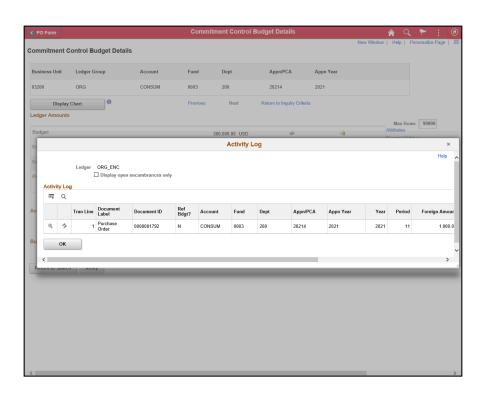
Step	Action
50.	Another example of why there may be a balance is because the PO amount is different from the requisition amount.
	For example, the requisition shows 10 items @ \$100 each being purchased for a total of \$1000. The buyer was able to negotiate a better price paying only \$90 per item. When the PO is created, the total will be \$900 and once budget checked \$900 will move into the encumbrance balance and leave \$100 in the preencumbrance balance.
	It is <b>very important</b> to recognize that the remaining \$100 is still preencumbered. The buyer should 'finalize' the PO if the funds are not needed for the purchase. Finalizing the PO will result in the release of the unused preencumbered funds - essentially making them available for other requests.
51.	Click the <b>Horizontal</b> scrollbar.
52.	Click the <b>OK</b> button.
	ок





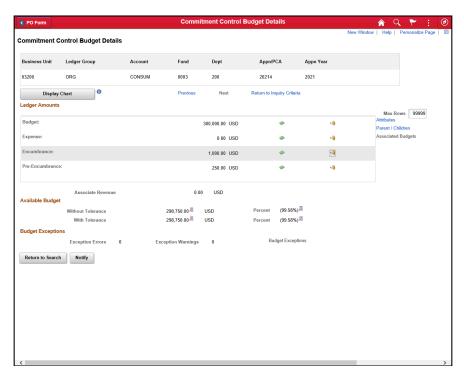


Step	Action
53.	Click the <b>Drill to Activity Log</b> button for the encumbrance balance.
	4cl



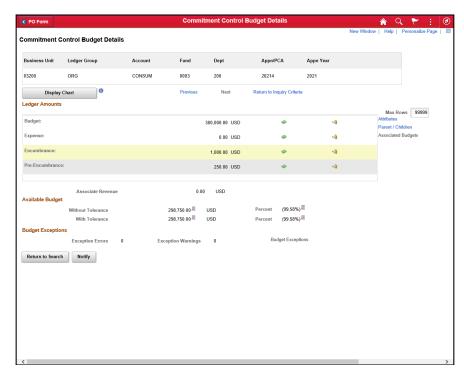
Step	Action
54.	Click the Horizontal scrollbar.
	<b>→</b>
55.	The activity log reflects the transactions that make up the encumbrance balance.  As time passes additional activity lines will appear.  Click the Horizontal scrollbar.
56.	Click the <b>OK</b> button. <b>OK</b>

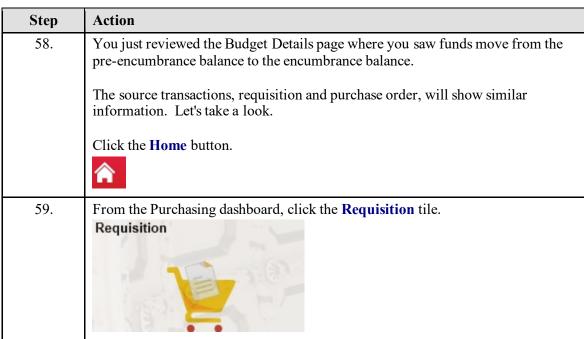




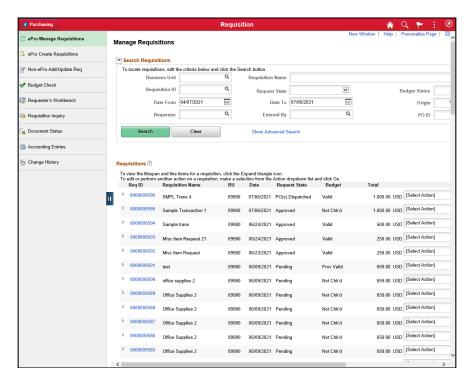
Step	Action
57.	You just reviewed the Budget Details page where you saw funds move from the pre-encumbrance balance to the encumbrance balance.
	The source transactions, requisition and purchase order, will show similar information. Let's take a look.
	Click the NavBar button.





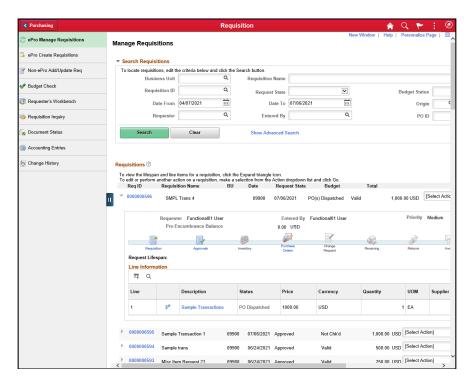






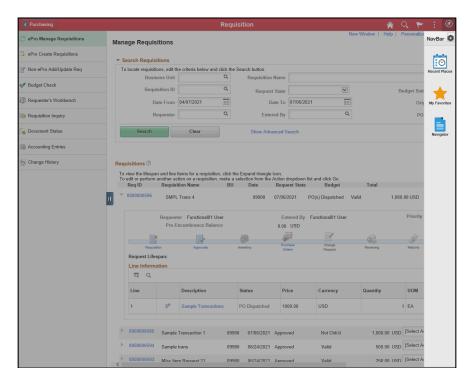
Step	Action
60.	Click the Expand Section button.
	<b>&gt;</b>
61.	Notice requisition #596 now shows \$0 pre-encumbered. This is because the requisition was sourced to the PO and the PO was approved and budget checked.





Step	Action
62.	Let's look at the PO associated with this requisition.
	Click the NavBar button.

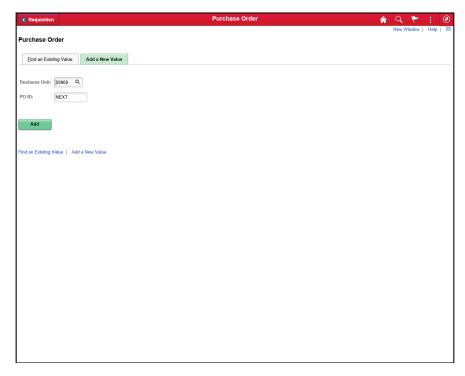




Step	Action
63.	Click the Recent Places button.
	Recent Places
64.	Click the Add/Update POs menu.
	Add/Update POs



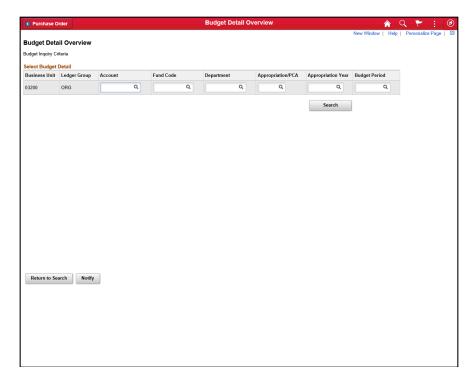




Step	Action
65.	Click the Find an Existing Value tab.
	<u>F</u> ind an Existing Value
66.	Enter "0000001792" into the PO ID field.
	PO ID: begins with
67.	Click the Search button.
	Search
68.	The purchase order reflects the encumbrance balance.
	This amount will remain \$1000 until another action is taken. For example, when AP enters a voucher for this PO and the voucher is budget checked, CAPPS will move funds out of the encumbrance balance and into the expense balance.
69.	For the purpose of this tutorial, let's assume the AP staff has entered a voucher for the goods/services purchased on PO #1792. The voucher has also been budget checked.
	What happens now? Let's retrieve the Organization budget and review the impact this has had on the budget.
70.	Click the Look up Ledger Group (Alt+5) button.
	Q

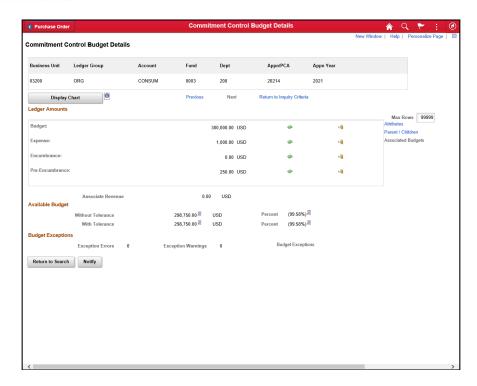


Step	Action
71.	Click the Organization Ledger Group link.
	Organization Ledger Group
72.	Click the Search button.
	Search



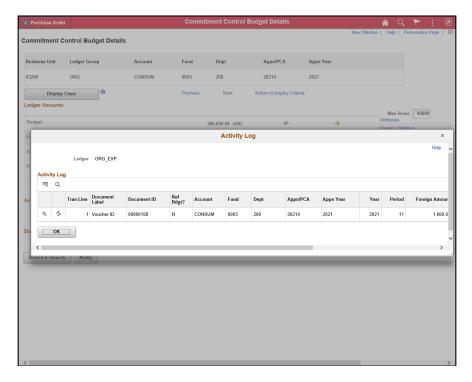
Step	Action
73.	Enter "CONSUM" into the Account field.  ORG
74.	Enter "2021" into the Appropriation Year field.  ORG CONSUM Q Q Q Q Q
75.	Click the Search button.
	Search
76.	Click the View Details link.
	View Detail
77.	Notice, the \$1000 has been moved from the Encumbrance balance to the Expense balance.



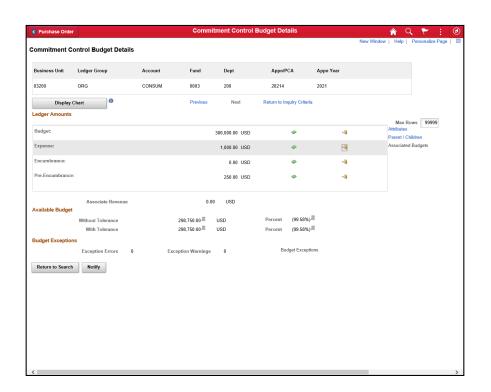


Step	Action
78.	Click the <b>Drill to Activity Log</b> button.
79.	It appears that voucher 158 has been entered and budget checked, creating the \$1000 expense balance.



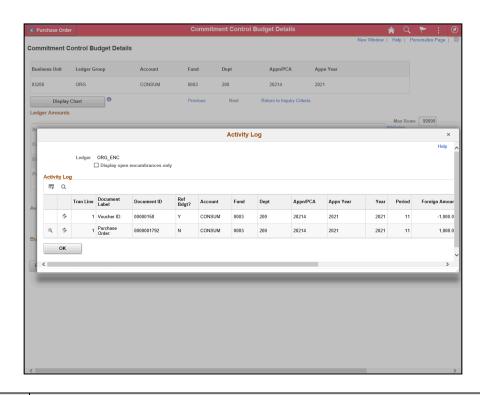


Step	Action
80.	Click the <b>OK</b> button.
	ОК





Step	Action
81.	Click the <b>Drill to Activity Log</b> button for the encumbrance balance.
	€
82.	Here you can see the PO that initially increased the encumbrance balance by \$1000 but then you can also see the voucher where it reduced the encumbrance balance by \$1000.



Step	Action
83.	Click the <b>OK</b> button.
	ОК
84.	If you were to return to the Maintain Purchase Order page you will also see that the Encumbrance is 0.00, because the items have been paid.
85.	Congratulations! You have successfully completed this lesson.  End of Procedure.

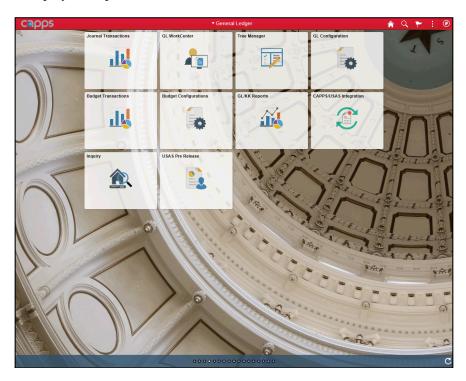
## Section 4 - Running Reports

Running the Budget Transaction Detail Report

Procedure

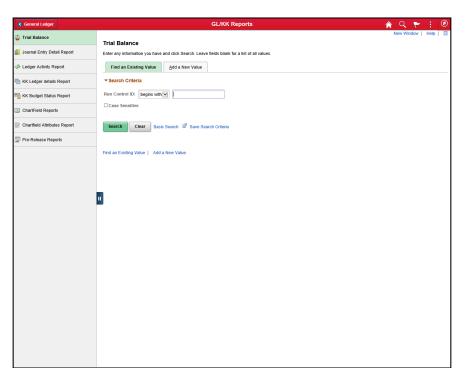


In this lesson, you will run the **Budget Transaction Detail** report, view its status using Process Monitor, and display the report.



Step	Action
1.	Click the GL/KK Reports tile. GL/KK Reports

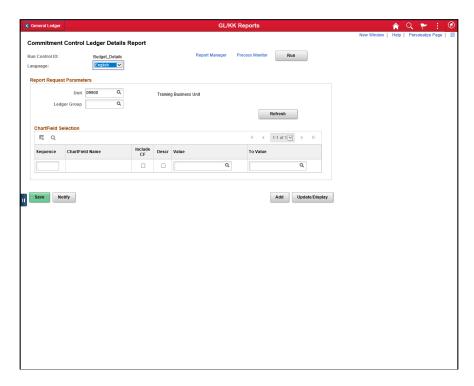




Step	Action
2.	Click the KK Ledger details Report menu.
	KK Ledger details Report
3.	Click the Activity Guide Navigation Area button.
4.	Click the Add a New Value tab.
	Add a New Value
5.	Run Control IDs are used to run system processes.
	A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process that is running.
	The Run Control ID defines parameters that are used when a process runs. For this exercise, you will create a new run control. If you had generated this report in the past, you could choose to use the 'existing' run control that was created previously.
	Click in the Run Control ID field.  Run Control ID:



Step	Action
6.	Enter "Budget_Details" into the Run Control ID field. Run Control ID:
7.	Click the Add button.  Add

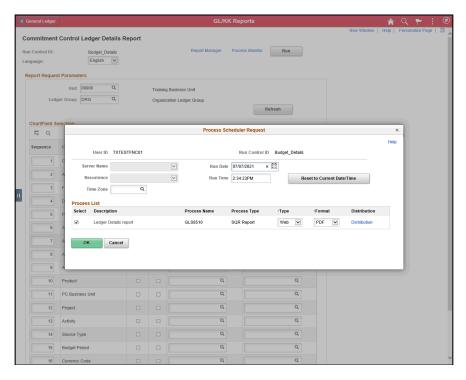


Step	Action
8.	Select the parameters to use for the report.
	Click the Look up Ledger Group (Alt+5) button.
9.	Click the Organization Ledger Group link.
	Organization Ledger Group
10.	Click the <b>Refresh</b> button.
	Refresh

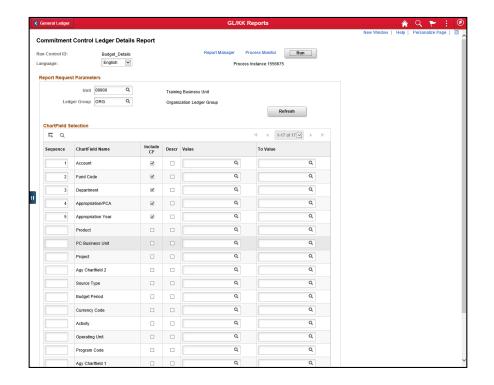


Step	Action
11.	The <b>ChartField Selection</b> section is used to identify which ChartField values to include on this report.
	Click the Include CF option for Account.  Account
12.	Click the Include CF option for Fund Code.  Fund Code
13.	Click the Include CF option for Department.  Department
14.	Click the Include CF option for Appropriation/PCA.  Appropriation/PCA
15.	Click the Include CF option for Appropriation Year.
	Appropriation Year
16.	You have identified all the fields to display on the report.  Click the Run button.  Run
17.	The <b>Process Scheduler Request</b> page identifies what processes and/or reports you are currently running.
18.	Notice the <b>Process List</b> section displays the report description, process name, process type and output format.



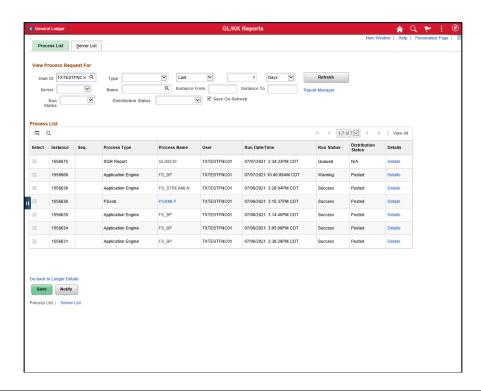


Step	Action
19.	Click the <b>OK</b> button.
	ок



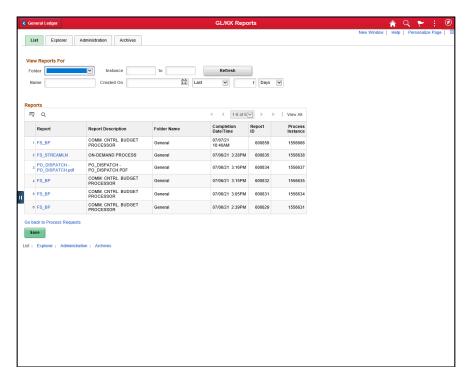


Step	Action
20.	A Process Instance number is assigned to this request. The Process Instance helps you identify the process to check its status.  To verify the process has been initiated, click the <b>Process Monitor</b> link.  Process Monitor
21.	Instance 1556675 displays on the first line with a <b>Run Status</b> of 'Queued' and a <b>Distribution Status</b> of 'N/A'

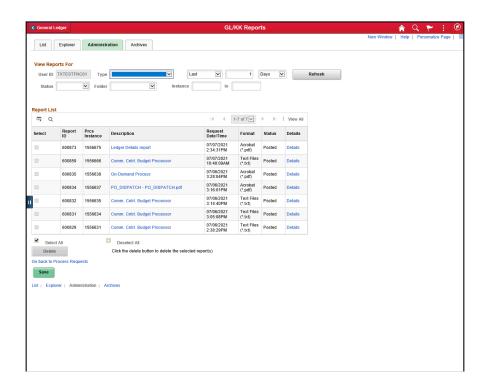


Step	Action
22.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'.  Refresh
23.	The Run Status is now 'Success'.
24.	To view the report output, click the <b>Report Manager</b> link.  Report Manager





Step	Action
25.	Click the Administration tab.
	Administration





Step	Action
26.	Click the Ledger Details report link.
	Ledger Details report
27.	The report opens in a new window.
	After viewing the report, you can close the window, or you can save a copy of the report to your local machine.
28.	Congratulations! You have successfully completed this lesson.  End of Procedure.

## **Knowledge Check**

## **Activity Log**

# The Activity Log displays the original budget line and the adjustment line. Response A. True

## **Budget Header Status**

B. False

# 2 Question

Which field indicates if there is an error in a journal?

## Response

- A. Budget Header Status
- B. Budget Entry Type
- C. Control Chartfield
- D. Currency

## **Encumbrance Field**



## **?** Question

On the Commitment Control Budget Details page, which field represents the Purchase Order level of commitments?

## Response

- A. Encumbrance
- B. Pre-Encumbrance
- C. Expense
- D. Ledger Amount

## **Keys and Translations**

## **Question**

Which tab specifies the ChartFields and Calendar used to identify budgets for each ruleset?

## Response

- A. Ruleset Chartfields
- B. Control Budget Options
- C. Control ChartField
- D. Keys and Translations

## **New Journal ID**

## **Question**

The Journal ID changes to the next available journal number when it is posted.

## Response

- A. True
- B. False

## Organizational Budget Definition



## **Question**

In the Organizational Budget Definition, which transactional ChartField does the system check that is NOT checked in the Appropriation and Revenue Estimate Budget Definitions?

## Response

- A. Department
- B. Amount
- C. Appropriation Year
- D. Business Unit

## Post Journal Process

## **?** Question

The Post Journal process involves the following:

## Response

- A. Edits the journal and if there are no errors, changes the Budget Header Status field to Valid
- B. Edits the journal and if there are errors, changes Budget Header Status field to Error
- C. If Valid, posts the journal and changes the Budget Header Status field to Posted
- D. All of the above

#### **Process Instance**



## **?** Question

Journal ID allows you to track the status of a report you are running?

## Response

- A. True
- B. False

## Save Journal Incomplete Status

## **Question**

Which field in the journal allows you to enter the journal, save it and retrieve it for completion later?

## Response

- A. Reversal: Do Not Generate Reversal
- B. Autobalance on 0 Amount Line
- C. Save Journal Incomplete Status
- D. Auto Generate Lines

## **Tolerance Percent**

## **Question**

Which field reflects the percentage by which the budget can be exceeded before the system creates an exception?

## Response

- A. Budget Percent
- B. Tolerance Percent
- C. Control Percent
- D. Ruleset Percent

## Value Required Field



## **?** Question

On the Keys and Translations tab, which ChartField defaults to 'Required' in the Value Required field and cannot be changed?

## Response

- A. Appropriation Year
- B. Appropriation/PCA
- C. Fund
- D. Account